

TENNESSEE ONLINE

PURCHASING SYSTEM

TOPS

USER MANUAL

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STATE OF TENNESSEE

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INTRODUCTION

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SECTION 1

INTRODUCTION

1.1 PURPOSE OF THIS DOCUMENT

The purpose of this User Manual is to provide users of the Tennessee On-Line Purchasing System (TOPS) with a simple, useful reference tool to assist them in their use of the system. This manual should be used in conjunction with the TOPS Data Entry Guide and TOPS training. This document is meant to be practical in nature, that is, it is for employees who are "hands on" users to assist them while purchasing with TOPS. It is a reference document; as such it is not intended to provide detailed instructions about the purchasing function, nor to establish purchasing policies or rules. TOPS implements policies and rules; TOPS does not establish policies and rules.

1.2 TOPS SYSTEM ACTIVITIES

Two general categories of activities are provided by TOPS. These activities are on-line processing and batch processing. The on-line processing is that activity used to input and record data in the system via a data entry terminal. All data is immediately edited at time of input to ensure consistency of data and prevent corruption of data in the databases. On-line data entry provides the basis for information which can be processed through the batch processing phase and retrieved in the form of reports or other printed documents.

1.3 ON-LINE ORGANIZATION OF TOPS

To understand TOPS, you must first understand how it is organized. All data must be entered into TOPS by the user, so that TOPS can perform its functions. Listed below are the databases categorized as to their basic purpose.

REFERENCE DATABASES

1. Basic Database
2. Agency Database
3. Commodity Database
4. Text Database
5. Vendor Database

PROCESS DATABASES

1. Requisition Database
2. Solicitation Database
3. Order Database
4. Contract Database
5. History Database
6. Approval Database

Reference databases are the informational foundation of TOPS. Information must be in the reference databases before the process databases can function. The process databases

use reference database information during the purchasing processes.

1.4 BATCH PROCESSING IN TOPS

Tops uses several batch programs to process the large amounts of data associated with solicitation printing, bid tabulation, award process, order printing, contract printing and notice of award printing. These batch programs operate on records at specific status codes. The status codes are set by the buyers when the particular function is desired. The batch programs do not execute unless records exist at the status code required by each program.

1.5 SELECTING A TRANSACTION

Each transaction in TOPS is identified by a four character code referred to as a TRAN ID. Each TRAN ID allows the user to perform a particular function. Any TRAN ID can be invoked from any other transaction by keying the TRAN ID in the Function Line and pressing ENTER. Once the TRAN ID has been selected and the appropriate screen displayed, the action to be taken must be keyed in the Function Line.

1.6 FUNCTION LINE FUNCTIONS

Functions are keyed in the Function Line. To use the following functions, the user must key the function in the Function Line and press ENTER.

FUNCTIONS

1. ADD: This function will add a record to a database.
2. BACK: This function returns to the prior transaction.
3. CHANGE or CHG or C: This function will change an existing record.
4. CLEAR: This function allows the user to clear the current screen of all data except sensitive data and prepares the screen for an ADD. It is a good practice to always perform a CLEAR before an ADD.
5. DELETE or DEL or D: This function removes a record(s) displayed on the screen from the data base.
6. END: This function takes the user out of TOPS. If END is used in conjunction with the PAUSE function, TOPS will return the user to the transaction active at the time the pause was invoked.

7. GET: The GET function will search for the requested record and indicate if the record is not found. The GET function is also used to retrieve text.
8. INQUIRE or INQ or I: This function allows the user to locate record(s) in a database. It may also be used to initiate a scan or browse of a database. If the record is not found, TOPS will return the next available record in the database.
9. PAUSE: The way to use PAUSE is to key PAUSE followed by a space and a TRAN ID. TOPS will remember the current transaction and take the user to the new TRANS ID. To return to the original transaction, the user must key END in the Function Line. Up to three PAUSES may be active at any time.
10. TOP: This function takes the user to the TRAN ID at the beginning of profile for the current TRAN ID.
11. UP: This function takes the user up one level in the hierarchy of transactions, i.e. the invoking menu.
12. AUTOSKIP: This is not a function that a user will input. It appears when TOPS has reached the end of a record string displayed as columnar data. It indicates that TOPS will skip to the next transaction defined in the profile for that transaction.
13. (blank): Leaving the Function Line blank for a given transaction will cause TOPS to move to the next record in the database when ENTER is pressed. This is referred to as "walking the database".
14. TRAN ID: Keying the TRAN ID will cause TOPS to invoke the transaction selected. The record displayed will depend on the transaction selected and the availability of that transaction's key from previous transactions. If the key is not available TOPS will display the first record from the database.

1.7 LOGGING ON

Logging on to TOPS consists of two phases. The first phase consists of a set of procedures which allows access to the mainframe computer. These procedures are as follows:

1. At the State sign on screen, key CICS or TEL1 and press ENTER.
2. At the RACF sign on screen, key your RACF USERID and PASSWORD and press ENTER.

3. At the blank screen, key TOPS and press ENTER.

The second phase involves logging on to TOPS which consists of keying the TOPS USERID and TOPS PASSWORD. When phase one of the log on procedure is completed, the TOPS banner screen will appear. This is also TOPS Master Menu screen. Each user will be assigned a four character TOPS USERID and a four character TOPS PASSWORD.

4. At the TOPS Master Menu screen, key your TOPS USERID and TOPS PASSWORD following the prompt USERID:.

The cursor will jump to the FUNCTION prompt. If the Function Line is left blank and the user presses ENTER, the bottom portion of the screen will fill with a message or news which may be important to TOPS users. To scroll down the message(s) put 'D' in the scroll action and press ENTER. Other scroll functions include 'U' for up, 'B' for bottom and 'T' for top. 'D' and 'U' scroll down and up 1 page, respectively. 'T' and 'B' scroll to the top and bottom of the body of text, respectively. The user may key a Master Menu item from the menu on the screen or key the desired TRANS ID. When the user presses ENTER, the current screen will be replaced with the selected menu or with the desired transaction. This completes the logon procedures for TOPS.

1.8 LOGGING OFF

To exit TOPS, move the cursor to the Function Line of any transaction, key END and press ENTER. Some users will be able to use the F3 key in lieu of keying END in the function. If the user is in a PAUSE mode, another transaction will appear. Repeat the above until all the PAUSE modes are cleared. Up to three PAUSEs can be active at a time. When a blank screen appears, key OFF and press ENTER. This will return you to the mainframe sign-on screen or the Teleview menu.

1.9 SECURITY

Security in TOPS may be discussed from several viewpoints. First, signing on to TOPS. Second, ability to use certain screens. Third, ability to perform certain functions. Fourth, ability to access records. Fifth, ability to change certain data elements. Each of these are discussed below.

1.9.1 SIGNING ON TO TOPS

See this section for detailed instructions on how to sign on and get started. In order to sign on to TOPS a user must have a valid USERID and PASSWORD. USERIDs and PASSWORDs are maintained in the BAAT Table by the System Administrator. If the attempted USERID and PASSWORD are not in the BAAT Table, the user will not be allowed to be process past the TOPS sign on screen.

1.9.2 ABILITY TO USE CERTAIN SCREENS

Before a user is allowed to access TOPS, entries must be made in the Security Table. This table defines the transactions that a USERID may access.

1.9.3 ABILITY TO PERFORM CERTAIN FUNCTIONS

The functions (add, change, inquire or delete) which a user may perform are identified in the STAB Table along with the transactions.

1.9.4 ABILITY TO ACCESS RECORDS

During the purchasing process, it is important that the person from one organization not be able to see or change the purchasing documents from another organization. In order to accomplish this on those sensitive documents, TOPS requires an agency number against which access is controlled. Requisition access is controlled using the requisitioning agency. Solicitation access is controlled using the purchasing agency. Contract maintenance capability is controlled by the purchasing agency. Order access is controlled using the requisitioning agency.

1.9.4.1 AGENCY

The record access controls will limit one organization from seeing or maintaining the purchasing documents belonging to another organization. Another organization is defined as one that is incompatible with the access agency codes in the BAAT Table for that USERID. Access agency codes are explained in Section 2.3.1, Access and Authorization (BAAT).

If an agency user has access to a requisition and the requisition status code is in the range of 100 - 199, the agency user may change the requisition. Once the status code moves into the 200 - 299 range, the agency may see the requisition but not change it.

1.9.4.2 PURCHASING

There are two types of purchasing activities defined to TOPS - central purchasing and departmental purchasing. Central purchasing has access to ALL requisitions in TOPS. The departmental purchasing users have access only to those requisitions controlled by their access agency codes in the BAAT Table.

1.9.5 ABILITY TO CHANGE DATA ELEMENTS

In TOPS, maintenance of certain sensitive data elements is controlled through the use of an authorization code. This code is held on the BAAT Table and when used, must match the USERID trying to use it.

1.10 ERROR CONDITIONS

Edits have been developed in such a way as to minimize the entry of erroneous data. TOPS can identify as an error any data which is obviously wrong or which conflicts with existing data or procedures. Each transaction procedure is capable of identifying data entry errors. When such an error occurs, an error message is displayed at the bottom of the screen. The last two display lines are reserved for error messages or messages which provide information to the user. Up to three (3) error messages may be displayed at the bottom of the screen. TOPS will not complete a transaction as long as errors exist. When errors have been successfully corrected the system will complete the transaction and display the messages "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED".

1.10.1 SINGLE RECORD ERROR PROCESSING

When the transaction in error is a single record (as is the case with most TOPS transactions), TOPS moves the cursor to the first offending field. The user must correct the error and press ENTER again.

1.10.2 MULTIPLE RECORD ERROR PROCESSING

Some TOPS transactions process more than one record on the screen. When errors occur on these type transactions, there will be a number just to the left of the error message number referring to the record that is in error. Typically it will be 01, 02, 03 or 04. This tells the user which record is in error. The user must correct the error and press ENTER again.

BASIC DATABASES

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SECTION 2

BASIC DATABASE

2.1 INTRODUCTION

The "basic" database provides the system with various tables and counters that are used extensively throughout the system. These tables are all maintained by the System Administrator.

2.2 PROCESSING OVERVIEW

The Basic database includes information used by other TOPS processes. Though this information is not directly entered as a part of the purchasing process, this information is essential to the purchasing process. Access to TOPS and records and authority to change certain data elements are controlled by the Access and Authority (BAAT) Table. Non-working days (weekends and holidays) are recorded in the Holiday Table. This table is used to prevent key schedule dates from being scheduled on non-working days. Critical counters and other data are maintained in the Installation (BINS) Table. Bid regions and delivery regions are maintained in the Region (BREG) Table. The procurement lead time necessary for processing purchasing documents is maintained in the Standards (BSTD) Table. Code interpretations are maintained in and retrieved from the Tables (BTAB) Table. Persons authorized to approve purchasing documents are maintained in the Approvals (BAPV) Table.

2.3 PROCESSING DETAIL

Maintenance of the Basic database is restricted to the System Administrator. Access to the Basic database is also restricted to the System Administrator except for the Tables (BTAB) Table. All users have inquiry access to the Tables Table.

2.3.1 MAINTAIN ACCESS AND AUTHORIZATION (BAAT)

This is the System Access Authority Table and access to it is restricted to the System Administrator and selected alternates. The function of this table is to build a USERID(s) and restrict access to specific agency's records. This table provides the System Administrator with the ability to control who will be able to ADD, CHANGE, DELETE or INQUIRE records.

To enter a new record in BAAT, if the System Administrator is not currently viewing the BAAT transaction, key BAAT in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

USERID: Key the desired USERID. (NOTE: The USERID must first be established in STAB.)

NAME: Key the user's name.

AUTHORITY CODE: Key the desired authority code which will be used to approve and authorize other actions.

AGENCY: Key the agency for which this user should have access. Wild cards are allowed. For example, 32**** will give access to all records for agencies beginning with 32.

MAINTAIN: Key 'Y' for the user to maintain records; key 'N' for the user to only view records. The permitted processing level will default to '2'.

The following fields are OPTIONAL for this transaction:

STARS USERID: Key the user's STARS USERID.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct any errors and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To change a record, key CHANGE in the Function Line, TAB to the desired fields, key the changes and press ENTER.

To delete a record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER. When the correct record is retrieved, key DELETE in the Function Line and press ENTER.

To inquire a specific record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER.

2.3.2 MAINTAIN HOLIDAYS (BHOL)

The Holiday Table (non-working days) provides the user with ability to ADD, DELETE AND INQUIRE holiday records. This

table is utilized throughout the system to insure that scheduled dates and other important dates do not fall on non-working days. The non-working days must be entered in the Holiday Table as Julian days. This table is maintained by the System Administrator.

To enter a new record in BHOL, if the System Administrator is not currently viewing the BHOL transaction, key BHOL in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following:

CALENDAR YEAR: Key the calendar year, e.g., 1989, 1990

NON-WORK JULIAN DATE: Key the Julian date for the non-working day (weekends and holidays).

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Entries in the BHOL cannot be changed as such, to change record it must be deleted and added.

To delete a record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER. When the correct record is retrieved, key DELETE in the Function Line and press ENTER. When deleting records, space out the records you plan to save, otherwise they too will be deleted.

To inquire a specific record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER.

To receive a report of the BHOL Table, request report BB4A, Holiday Table List.

2.3.3 MAINTAIN INSTALLATION PARAMETERS (BINS)

This table is best described as the System Parameter Table. It contains counters for the numbering of Requisitions, Solicitations, Contracts, Orders and the last Commodity Item number assigned. It also contains various Grace Period dates and a Batch Indicator which tells the System Administrator whether or not the nightly cycle from the previous night ran successfully. Additionally, BINS contains the encumbrance flag and encumbrance effective date indicators for Agency Term Contracts, Professional

Services Contracts and DPA from Bid Contracts for the contract encumbrance process. The screen is accessed only by the System Administrator.

2.3.4 MAINTAIN BATCH STATUS (BIN2)

This table contains the same information as the BINS Table. However, the System Administrator can access the last batch successful field in BIN2. If the nightly cycle did not run completely the last batch successful indicator will be 'I' for initiated. If the nightly cycle completes successfully, this indicator will be 'C' for complete; however, if it is desired the user can manually change this indicator from 'I' to 'C'. This table has inquire and change capability. Due to the type of table that BIN2 is it is required that the full command is keyed in the Function Line (i.e. Inquire, Change). If the first letter of these commands is used (I, C) in the Function Line, the message "CRT ID NOT DEFINED" will be displayed. The screen is accessed only by the System Administrator.

2.3.5 MAINTAIN REGIONS (BREG)

Regions are used to identify geographic bid areas and delivery areas. A region consists of a group of counties. The purchasing office may combine counties into a region to restrict bidding or delivery.

The Region Table provides the user with the ability to ADD, DELETE and INQUIRE regions for the system to utilize in processing. These regions are made up of counties which must first have been entered into the BTAB Table Type CC. Additionally, the region has to be defined in the BTAB Table Type GC.

To enter a region BREG, if the user is not currently viewing the BREG transaction, key BREG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

REGION CODE: Key the desired region code. Must begin with 'R' e.g., R1, R2, etc.

COUNTY CODE: Key the county or region codes which make up this region.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the

bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To change a record, key CHANGE in the Function Line, TAB to the desired fields, key the changes and press ENTER.

To inquire a specific record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER.

2.3.6 INQUIRING REGION (BRGI)

The Region by County Code Table provides the user with the ability to inquire all regions to which a county is assigned.

2.3.7 MAINTAIN PROCUREMENT LEADTIME STANDARDS (BSTD)

The Standards Table provides the user with the ability to ADD, CHANGE, DELETE and INQUIRE Standards Table records. The standards that make up this table are derived from past experience of the purchasing organization. This table is used to schedule requisitions and solicitations. The number of days for each milestone must be progressive (i.e., 003, 006, 007, 010; not 003, 002, 006, 007, 005). It should be stressed that this table will be dynamic at first and should receive periodic reviews by management personnel. Caution should be exercised as to who has access to this table.

To add entries to the standards table, if the System Administrator is not currently viewing the BSTD transaction, key BSTD in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

DOCUMENT TYPE: Key desired document type (requisition or solicitation type).

NATURE OF PURCHASE: Key desired nature of purchase (C1, C2, C3, etc.).

DAYS TO PURCHASING: Key number of days to get requisition to purchasing.

REQUEST FUNDS: Key number of days to request funds.

ASSIGN BUYER: Key number of days to assign buyer.

ASSIGN SOLICITATION: Key number of days to assign solicitation.

ISSUE SOLICITATION: Key number of days to issue solicitation.

OPEN SOLICITATION: Key number of days to open solicitation.

BEGIN EVALUATION: Key number of days to begin evaluation.

AWARD DOCUMENT: Key number of days to award document.

DISTRIBUTE DOCUMENT: Key number of days to distribute document.

ISSUE NOA: Key number of days to issue notice of award.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To change a date in the BSTD Table, key CHANGE in the Function Line, TAB to the desired field, key the change press ENTER.

To delete a record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER. When the correct record is retrieved, key DELETE in the Function Line and press ENTER.

To inquire a specific record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER.

To receive a report of the BSTD Table, request report BB2A, Standards Report.

2.3.8 MAINTAIN TABLE VALUES (BTAB)

The purpose of the BTAB Table is twofold: it is used to interpret all codes on the screens and it is used to control which codes may be entered by the user. If a code 1 or B is entered, BTAB will interpret that code and display the appropriate description. If a status code is not supposed to be entered by the user, TOPS checks a control table and disallows the status code.

The Tables Table provides the user with the capability to ADD, CHANGE, DELETE and INQUIRE Table records.

Maintainability of the table is restricted to the System Administrator with INQUIRE capability given as desired by management personnel.

To add entries to the BTAB Table, if the System Administrator is not currently viewing the BTAB transaction, key BTAB in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

TYPE TABLE: Key the desired table type (see BTAB Table TT for a complete list of tables).

TABLE ENTRY: Key up to six (6) characters for the table entry. This is a code used in TOPS.

TITLE: Key up to thirty (30) characters of interpretation for the code entered above.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To change the description of a code in the BTAB Table, key CHANGE in the Function Line, TAB to the desired field, key the change and press ENTER. The codes cannot be changed; they must be deleted and added. Only the description can be changed.

To delete a record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER. When the correct record is retrieved, key DELETE in the Function Line and press ENTER. When deleting entries, space out the entries you plan to save, otherwise they too will be deleted.

To inquire on a specific record, key INQUIRE in the Function Line, key the desired record in the key field and press ENTER.

To receive a report of the BTAB Table, request report BB1A, Validation Table Listing by Table Name, BB1B, Validation Table Listing and BB1C, Tables Table Listing.

2.3.9 MAINTAIN APPROVALS (BAPV)

The Approvals Table provides the user with the capability to ADD, CHANGE, DELETE and INQUIRE Approval records. There are several approvals required in the purchasing process.

The persons authorized to approve purchasing documents must be entered in the Approvals Table. Under certain conditions, these persons are automatically included as approvers for individual purchasing documents. These persons may also be manually added as approvers for purchasing documents.

Approval categories may be used to sub-divide the approval types. For example, an approval category may be used to segment the approvals into Approvals for Computer Equipment Purchases versus Approvals for Automobile Purchases.

Approvals may be sequenced so that the approvals must be obtained in a pre-determined sequence or all approvals of a given type may be approved simultaneously. Maintenance of the BAPV Table is restricted to the System Administrator.

To add approvals, if the user is not currently viewing the BAPV transaction, key BAPV in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

TYPE APPROVAL: Must be in the BTAB Table type IA.

APPROVAL AGENCY: Must be valid in AGCY Table.

APPROVAL USER ID: Must be valid in BAAT Table with Maintenance Authority.

STATUS: Zero (0) on ADD. Must exist in BTAB Table Type IS.

AUTHORIZATION: Must be valid in BAAT for Function Line User ID.

MAINTAINING AGENCY: Must be valid in AGCY Table.

The following fields are OPTIONAL for this table:

APPROVAL CATEGORY: Must exist in BTAB Table Type CG.

APPROVAL SEQUENCE: Will default to zeros (00) unless approvals are to be approved in a certain sequence. If approvals are to be approved in a certain sequence, then build the BAPV accordingly. For example, an agency requires three (3) approvals and the approvers are Ms. Jones, Mr. Smith and Mrs. Doe in that sequence. You should build the BAPV records as follows: Ms. Jones as approval sequence 01, Mr. Smith as approval sequence 02, and Mrs. Doe as approval sequence 03. In other words, Mr. Smith and Mrs. Doe cannot approve until Ms. Jones has approved and Mrs.

Doe cannot approve until Ms. Jones and Mr. Smith have approved.

APPROVAL NAME: Will be translated by TOPS for the approver USERID.

ALTERNATE 1 USERID: Must be valid in BAAT Table with maintenance authority.

ALT'S 1 NAME: Will be translated by TOPS for the Alternate 1 USERID.

ALTERNATE 2 USERID: Must be valid in BAAT Table with maintenance authority.

ALT'S 2 NAME: Will be translated in TOPS for the Alternate 2 USERID.

ALTERNATE 3 USERID: Must be valid in BAAT Table with maintenance authority.

ALT'S 3 NAME: Will be translated by TOPS for the Alternate 3 USERID.

After all appropriate fields are completed to your satisfaction, press ENTER for the system to capture this data. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. At this point, TAB to STATUS CODE and insert a one (1) in place of the zero (0) and press ENTER. The system will again display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen.

The BAPV Table may be changed by using the BAPV transaction. All data elements may be changed except the keys to the table.

To inquire on the BAPV Table, use the BAPI transaction. This transaction will show all approvers, for an approval category, within an approval type, within an approval agency.

For more details on approvals, see Section 29: APPROVAL PROCESSING.

2.3.10 MAINTAIN MESSAGE TEXT KEY (BTXT)

Only one (1) message text key is required for message to be displayed on the sign-on screen. This text key must be determined and exist in BTXT before message text can be entered in BTLN.

2.3.11 MAINTAIN MESSAGE (NEWS) TEXT LINES (BTLN)

Message text lines are added after the message text key is created by BTXT. The format of the text is determined by the System Administrator. The format which is used is the format that will display on the sign-on screen. The only restriction regarding format is that the text is limited to seventy (70) characters in width. See SECTION 30: TEXT PROCESSING for instructions on how to utilize this screen.

AGENCY DATABASE

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SECTION 3

AGENCY DATABASE

3.1 INTRODUCTION

The primary purpose of the Agency database is to provide TOPS with an "address file" that eliminates the need to retype addresses for each purchasing transaction. Additionally, once the agencies have been established, the nightly cycle updates agency purchasing history for each agency. This information is available through screen inquiry and through reports. Additional information is available through ad hoc reporting for unique requirements.

3.2 PROCESSING OVERVIEW

Prior to entering agencies into the system, several steps should be taken. First, identify each agency and all of its addresses. Second, determine an agency numbering system should one not exist. Normally, the organization structure used by accounting is a good method. Third, do not place any hierarchical importance to this numbering system. Fourth, determine who within these agencies will serve as a buyer/user of the system.

TOPS provides many options that are relative to Agency Database. Some of them are:

Each agency must have a delivery location address (AADR record) which is identified by a sub-agency number and address. The delivery location address is entered once and each time a document prints for the agency delivery locations (sub-agency number) that address will print.

Each agency delivery location (sub-agency number and address) may have a Special Delivery Text (ASDT record) that has to appear on each solicitation, contract and order. This can be entered once and each time a solicitation, contract or order prints for that agency delivery location, that text will automatically print.

Additionally, each Agency might have a requisition approval process that has to be satisfied prior to the requisition moving to Central Purchasing. Once these approval steps are built on BAPV, the system will automatically add them to the requisition.

3.3 PROCESSING DETAIL

Following are the detail processes for maintaining agencies, agency delivery locations, special delivery text and agency groups.

3.3.1 MAINTAIN AGENCY HEADER (AGCY)

Agency header information must be keyed into the Agency Header Table using transaction AGCY. These agency records may be based upon the physical location of the buildings or sites, the organizational entities, financial structure or some other arrangement. There are some items to consider when selecting a technique to code agencies. Some are listed below:

If at all possible, use a coding structure that is recognizable by most people. This will minimize the training and start up effort. By the same token, use a code that is common across most organization elements. Select a code that minimizes change and impact on existing systems. Choose a code that will facilitate interfaces with accounting and other systems with which the purchasing system must interface.

To add an agency to Agency database, if the user is not currently viewing the AGCY transaction, key AGCY in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to mover the cursor to the following required fields and key the desired data:

AGENCY NUMBER: Must be unique to the system and limited to six (6) characters.

AGENCY NAME: No longer than thirty five (35) characters.

SHORT NAME: An abbreviated Agency Name.

STATUS CODE: Must be 0 (zero) on ADD.

CONTACT PERSON: Person to be contacted for purchasing matters.

CONTACT PHONE: Area Code + seven (7) digits + four (4) digit extension (optional).

AGENCY TYPE: Must exist in BTAB Type Table AT.

The following fields are OPTIONAL for this table:

SUBDIV REG DATE: Required if agency is a political subdivision.

SUBDIV FISCAL YEAR: Required if agency is a political subdivision.

REPORTS TO AGENCY: Denote next higher organizational level.

APPROVAL LEVELS: Not required.

PRINTER ROUTE CODE: Logical address of local printer.

After all appropriate fields are entered, press ENTER for the system to update the database. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To activate the agency record, if the user is not viewing the AGCY transaction, key AGCY in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired agency number in the agency number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

3.3.2 MAINTAIN SUB-AGENCY (AADR)

This transaction is used to create ship-to, bill-to, administrative and purchasing location addresses for an agency. The following codes should be used for entering the various addresses:

S: For ship-to addresses (where the vendor ships the items ordered).

B: For bill-to addresses (where the vendor sends the invoice).

A001: For administrative address for the agency. Need only one for the agency.

P001: For the purchasing office within the agency. This address will be the official address for the purchasing office and will be where the bids will be returned, etc.

To add a sub-agency, if the user is not currently viewing the AADR transaction, key AADR in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function

Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

AGENCY NUMBER: Must be active in AGCY Table.

SUB-AGENCY NUMBER: Any unique six (6) characters, see paragraph 3.3.2 above for numbering routine.

SUB-AGENCY NAME: Up to thirty five (35) characters.

STATUS CODE: Must be zero (0) on an ADD.

CONTACT PERSON: Person at this location to contact for purchasing matters.

CONTACT PHONE: Area Code + seven (7) digits + four (4) digit extension (optional).

ADDRESS LINE 1: Up to twenty five (25) characters.

CITY: Self explanatory.

STATE: Must exist in BTAB Table Type ST.

ZIP CODE: Five (5) digits + four (4) digits (optional).

COUNTY CODE: Must exist in BTAB Table Type CC.

The following fields are OPTIONAL for this table:

DIVISION NAME: Up to thirty five (35) characters.

OFFICE NAME: Up to thirty five (35) characters.

SHORT NAME: An abbreviated sub-agency name.

CONTACT POSITION: Up to thirty five (35) characters.

ADDRESS LINE 2: Up to twenty five (25) characters.

After all appropriate fields are entered, press ENTER for the system to capture this data. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To activate the sub-agency, if the user is not viewing the AADR transaction, key AADR in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired agency and sub-agency number in the agency and sub-agency number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of

the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

3.3.3 MAINTAIN SPECIAL DELIVERY TEXT (ASDT)

Occasionally, a delivery location (ship-to sub-agency) will require special delivery instructions or directions to the delivery site. The Special Delivery Text Table (ASDT) is where this type text will be held. Text in this table is forty (40) characters in length and may be formatted in any matter desired by the user. This text prints on solicitations, orders and contracts which use this ship-to agency. To ADD special delivery text, follow the detailed steps.

This text table, like all other text tables, utilizes a Function Line. An in-depth text "how-to" is covered in Section 30, Text Processing. The following fields are REQUIRED entries for this table:

AGENCY NUMBER: Must be active in AGCY Table.

SUB-AGENCY NUMBER: Must be active in AADR Table.

SCROLL ACTION: See Section 30 for valid scroll codes.

When all special delivery text is recorded, press ENTER for the system to capture this data. The system will display "ALL LINES CHANGED" at the bottom of the screen.

3.3.3.1 INSERTING AND DELETING AGENCY SPECIAL DELIVERY TEXT (ASD2)

The process for inserting and deleting text is like all other text tables. An in-depth "how-to" process of inserting and deleting text is explained in Section 30, Text Processing. The following fields are REQUIRED entries for this table:

AGENCY NUMBER: Must exist in the ASDT Table.

SUB-AGENCY NUMBER: Must exist in the ASDT Table.

SCROLL ACTION: See Section 30 for valid scroll actions.

3.3.4 MAINTAIN BUYER CODES (ABUY)

Each buyer and buyer supervisor is assigned to a purchasing office and the purchasing office must be in the AGCY Table.

To add a buyer to the ABUY Table, if the user is not currently viewing the ABUY transaction, key ABUY in the Function Line and press ENTER. Key CLEAR in the ABUY Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

AGENCY NUMBER: Must be active in the AGCY Table.

AGENCY BUYER CODE: Any unique three (3) characters.

BUYER NAME: Up to thirty five (35) characters.

STATUS CODE: Must be zero (0) on ADD.

BUYING UNIT: Must exist in BTAB Table Type AB.

The following fields are OPTIONAL for this table:

COMMERCIAL PHONE: Area Code + seven (7) digits + four (4) digit extension (optional).

BUYER SUPERVISOR: Three (3) digit code for Buyer Supervisor. Must be previously entered and active in ABUY Table.

UNIT SUPERVISOR: Three (3) digit code for Unit Supervisor. Must be previously entered and active in ABUY.

STATE PHONE: Area Code + seven (7) digits + four (4) digit extension (optional).

SOL APPRVL LIMIT: Highest dollar value solicitation buyer can approve. System will use as an edit if entered.

AWARD APPRVL LIMIT: Highest dollar value award buyer can approve. System will use as an edit if entered.

AMENDMENT LIMIT: Highest solicitation amendment buyer can approve. System will use as an edit if entered.

CHANGE LIMIT: Highest purchase order change buyer can approve. System will use as an edit if entered.

After all appropriate fields are completed to your satisfaction, press ENTER for the system to capture this data. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. At this point, TAB to STATUS CODE and insert a one (1) in place of the zero (0) and press ENTER. The system will again display "SC08

TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen.

3.3.5 AGENCY APPROVALS (BAPV)

Based upon the position of the agency in the organization structure, there may be certain persons or offices which must first approve a requisition before it is sent to Central Purchasing. The standard approval steps for an agency are held in the Basic Approval Table (BAPV). Any number of approval steps may be added for an agency. An approval record is added by using the BAPV transaction.

3.3.6 MAINTAIN AGENCY APPROVALS (BAPV)

Follow the instructions in sub-section 2.3.9 to maintain the BAPV Table.

3.3.7 OTHER PROCESSING

Listed below are all other associated Agency Inquiry screens and a brief description of each. Different responsibility levels will find numerous usage for these screens. They are:

AGENCY ORDER DETAIL (ADET)

Provides the user with the ability to INQUIRE agency's purchase data by Agency Number, Fiscal Year and Order Number.

AGENCY BY AGENCY NAME (AGNM)

Provides the user the ability to INQUIRE Agency Numbers by Agency Name. By moving the cursor to a desired name and pressing ENTER, the system will leaf to the corresponding AGCY record for detail.

AGENCY GROUP BY AGENCY NUMBER (AGRI)

Provides the user with the ability to INQUIRE Agency Groups by Agency/Sub-Agency Number.

AGENCY GROUP (AGRP)

Provides the user with the ability to ADD, DELETE and INQUIRE AGRP Table records. The group number must first be defined in BTAB Table Type AG. The grouping of agencies provide a method of identifying a group of agencies authorized to use a contract.

AGENCY PURCHASE HISTORY BY COMMODITY CODE (AHST)

Provides the user with the ability to INQUIRE the dollar amounts purchased by commodity for an Agency for the current Fiscal Year and the Previous Fiscal Year.

NOTICE OF AWARDS BY AGENCY NUMBER (ANOA)

Provides the user with the ability to ADD, DELETE and INQUIRE ANOA Table records. These records are created to identify the number of copies of a Notice of Award (NOA) that a Statewide Contract and Agency/Sub-Agency will require.

NOTICE OF AWARDS BY STATEWIDE CONTRACT NUMBER (ANOB)

Provides the user with the ability to inquire Statewide Contract numbers (SWC) to determine which Agency/Sub-Agency will receive the Notice of Award (NOA).

SUB-AGENCY BY SUB-AGENCY NAME (ASNM)

Provides the user with the ability to INQUIRE Sub-Agency number by Sub-Agency name. By placing the cursor on a desired record and pressing ENTER, the system will leaf to that AADR record for detail.

AGENCY SUMMARY PURCHASE HISTORY (ASUM)

Provides the user with the ability to INQUIRE summary data on purchases made for the Agency.

3.3.8 REPORTS

TOPS offers the following management reports. Besides these management reports, the data can be extracted for ad hoc reports.

ALPHABETIC LISTING - AGENCY MASTER (BAOA)

NUMERIC BY AGENCY NUMBER - AGENCY MASTER (BAOB)

ALPHA LISTING OF NON-STATE AGENCIES - AGENCY MASTER (BAOC)

MASTER BUYER LISTING (BA1A)

PURCHASE DETAIL BY AGENCY/SUB-AGENCY (BA2A)

DOLLAR AMOUNT OF PURCHASING AGENCY OUTPUT BY METHOD OF PROCUREMENT (BA3A).

COMMODITY DATABASE

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SECTION 4

COMMODITY DATABASE

4.1 INTRODUCTION

The purpose in establishing and maintaining commodity information is to provide uniform commodity descriptions readily available to support the purchasing process. These descriptions provide a method of ordering for the agencies which will eliminate the need to restate the description for every purchase.

4.2 PROCESS OVERVIEW

The first step is to identify the item of supply or service based upon the commodity coding structure of Class (XXX) and Sub-Class (XX). The Class and Sub-Class provides the structure in the commodity database so that actions such as reporting may be easily accomplished for groups of items. After the logical structure has been determined and entered into the commodity database, the detail items (XXXXXX) should be added to the commodity database. Upon completion of this process, the commodity database will contain detail item numbers of the following structure XXX-XX-XXXXXX.

4.3 PROCESSING DETAIL

Commodity records are added and maintained in the Commodity Header Table using the transaction ID COM2. Users assigned to the maintaining agency on the commodity header are the only persons allowed to maintain the commodity record including header, description and unit of measure. If the commodity requires an approval from a particular organization prior to purchase, that approval is indicated by the Approval Category on the Commodity Header. This category must be a valid entry in the BTAB Table Type CG. A Commodity Header record at any level cannot be activated until at least one line of description has been entered. Once a commodity header is activated, it may not be physically deleted from the database. It may be inactivated and later purged. A Class level record must exist before a Sub-Class record in the same Class can be added and a Sub-Class record must exist before an item record can be added to the Sub-Class. Keeping the above in mind, the processing is the same for all three levels.

4.3.1 MAINTAIN COMMODITY HEADER (COM2)

To add a commodity code, if the user is not currently viewing the COM2 transaction, key COM2 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

COMMODITY NUMBER: User must key Class and Sub-Class. System assigns item.

ADDING ITEM: Must be 'Y' or 'N'.

AUTHORITY CODE: Valid Authority Code in BAAT for sign on USERID.

STATUS CODE: Must be zero (0) on an ADD.

COMMODITY TYPE: Must exist in BTAB Table Type CT.

BUYER CODE: Must be active in ABUY Table.

MAINTAINING AGENCY: Must be active in AGCY Table.

The following fields are OPTIONAL for this table:

INSPECTOR: Must be active in ABUY Table.

TEXT REFERENCE 1: Must be active in TEXT Table.

STATE USE ITEM: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

TEXT REFERENCE 2: Must be active in TEXT Table.

HNDCP PRODUCED ITEM: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

PRE-QUALIFIED ITEM: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

HAZARDOUS ITEM: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

STOCKED ITEM: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

SPEC HNDLG ITEM: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

SURPLUS ITEM IND: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

APPROVAL CATEGORY: Must be valid entry in BTAB Table Type CG.

FIXED ASSET: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

After all appropriate fields are completed, press ENTER for the system to capture this data. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. At this point, type CSPC in place of CHANGE in the Function Line and press ENTER.

4.3.2 MAINTAIN COMMODITY DESCRIPTION (CSPC)

The Commodity Description Table (CSPC) is utilized to ADD descriptions after the Commodity Number has been built on the COM2 screen. This commodity text area is used for several different functions. These functions are exemplified by different categories of text types. These functions and categories are explained below:

1. Text Type A - Class Level Description provides the ability to record and maintain Class Descriptions for each Class Commodity Code. These are short narrative descriptions used to identify the structure of the Class and will print on reports.
2. Text Type B - Sub-Class Level Description provides the ability to record and maintain Sub-Class descriptions for each Sub-Class Commodity Code. These are expanded over the class record to further identify the Sub-Class and will print on Solicitations, Orders and Contracts.
3. Text Type C - Item Level Description provides the ability to record and maintain an item description for each Item Level Commodity Code. This description is expanded over the Sub-Class level and will print on Solicitations, Orders and Contracts.
4. Text Type D - Extended Item Level Description provides the ability to record and maintain an extended description for each Item Level Commodity Code. This is generally a comprehensive description written in sufficient detail for vendor to accurately identify the item desired and respond to a solicitation for item desired and will print on the Solicitation, but not on the award document.
5. Text Type E - Packaging Requirements provides the ability to record and maintain packaging requirements for each Item Level Commodity Code.
6. Text Type F - Buyer Notes provides the ability for the buyer to record notes about an item or service.
7. Text Type G-Z provides the ability to include other levels of user defined text for each item.

This table and all other text tables within the system all function in the same manner. Please see Section 30, Text Processing, for details on using text tables. The following fields are REQUIRED entries for this table:

COMMODITY NUMBER: Must exist in COM2 Table.

COPY DESCRIPTION: Options are 'Y' or 'N'.

FROM COMM NUMBER: Commodity Number being copied from.

SCROLL ACTION: See Section 30 for valid scroll codes.

TYPE: See above listing of Text Types in this paragraph.

TEXT: Free form.

When all commodity description text is recorded to your satisfaction, press ENTER for the system to update the database. The system will display "ALL LINES CHANGED" at the bottom of the screen. At this point, insert COM2 in the Function Line and press ENTER.

4.3.3 ACTIVATE COMMODITY NUMBER

To activate the commodity code, if the user is not viewing the COM2 transaction, key COM2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired commodity code in the commodity code field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key '1'. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

4.3.4 MAINTAIN COMMODITY UNIT OF MEASURE (CUOM)

A Commodity Sub-Class or Item may be purchased in various units of measure. The Commodity Unit of Measure Table is designed to accommodate multiple units of measure for each commodity header. Units of measure are added using transaction ID CUOM. The unit of measure added must first be a valid entry in BTAB Table Type UM.

To add a commodity unit of measure, if the user is not currently viewing the CUOM transaction, key CUOM in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in

the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

COMMODITY NUMBER: Must exist in COM2 Table.

UNIT OF MEASURE: Must exist in BTAB Table Type UM.

After all appropriate fields are completed to your satisfaction, press ENTER for the system to update the database. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen. This concludes the ADDING a commodity process. The next process to be discussed within the Commodity database is registering vendors to a Commodity Number.

4.3.5 MAINTAIN SUPPLYING VENDORS (CSV2 or CSVA)

Vendors are registered to the Class/Sub-Class level with the assumption that a vendor can provide all items or services in the Class/Sub-Class. A vendor is registered in TOPS when the vendor number is added to the Commodity Supplying Vendor Table using transaction CSV2 or multiple entry transaction CSVA. The count of supplying vendors is automatically maintained in the Commodity Header Table, COM2. The vendor may be selected to bid on future solicitations for that Class and Sub-Class.

As the vendor is selected to receive a solicitation, the CSV3 Table is updated to include the date and solicitation number sent to the vendor. As the vendor bids, the CSV2 Table is updated to include the date and solicitation number of the bid received.

Once a supplying vendor is added to the CSV2 Table and is activated, the vendor may not be physically deleted from the database. The vendor may be inactivated by changing the status code. The vendor may be purged as well.

The Purchasing Division may inactivate a supplying vendor by using the transaction CSV2. When this occurs, the number of qualified supplying vendors in the Commodity Header Table COM2 is decremented by one (1).

4.3.5.1 ADDING A VENDOR TO A SINGLE CLASS/SUB-CLASS (CSV2)

To add a vendor to a single Class/Sub-Class as a supplying vendor, if the user is not currently viewing the CSV2 transaction, key CSV2 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

CLASS/SUB-CLASS: Must be active in COM2 Table.

VENDOR NUMBER: Must be active in VEND Table.

STATUS CODE: Must be zero (0) on ADD.

The following fields are OPTIONAL for this transaction:

PURGE CODE: Must exist in BTAB Table type PC.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

4.3.5.2 ADDING A VENDOR TO MULTIPLE CLASSES/SUB-CLASSES (CSVA)

To add a vendor to many Classes/Sub-Classes as a supplying vendor simultaneously, if the user is not currently viewing the CSVA transaction, key CSVA in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

VENDOR NUMBER: Must be active in the VEND Table.

CLASSES/SUB-CLASSES: Must be active in COM2 Table.

AREAS/REGIONS: Enter the areas/regions for which the vendor desires to provide goods or services.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

4.3.6 MAINTAIN PRODUCT COMPARISON CHART

A Product Comparison Chart may be attached to a requisition in lieu of specifications. To find out if a Product Comparison Chart has already been written against the commodity you are purchasing key CPRF in the Function Line and ENTER. Inquire on the commodity code, space out the file number and ENTER. If the system pulls up another commodity code there is no Product Comparison Chart built for that commodity code.

If your commodity code does come up, the system will give you a file number, title, author and the two (2) makes and models for which the Product Comparison Chart was written. You may hit ENTER again, leaving the Function Line blank to see if there are other Product Comparison Charts on that same commodity (multiple Product Comparison Charts may be written for any commodity).

To read the Product Comparison Chart you found, key CPCM in the Function Line and ENTER. Key GET in the Function Line, TAB once, key the commodity code and file number and ENTER. The first page of the chart should come up on your screen. You may key GET in the Function Line and key D in the scroll action to view the next page.

4.3.6.1 ADDING A PRODUCT COMPARISON CHART HEADER (CPRF)

To add a Product Comparison Chart Header, if the user is not currently viewing the CPRF transaction, key CPRF in the Function Line and press ENTER. Key CLEAR in the function line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

COMMODITY CODE: Must be active in COM2.

FILE: Must be alpha/numeric.

TITLE: Title of chart for easy identification, forty (40) characters.

WRITTEN BY: Name of author.

MAKE (TWO 2): Make of item required or equivalent.

MODEL (TWO 2): Model of item required or equivalent.

OTHER (TWO 2): For part number, etc.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

4.3.6.2 ADDING A PRODUCT COMPARISON CHART (CPCM)

After having built a CPRF record, the user can now build a CPCM record. This table and all other text tables within the system all function in the same manner. Please see Section 30, Text Processing discussion on using text

tables. The following fields are REQUIRED entries for this table:

COMMODITY CODE: Must exist in CPRF record.

FILE: Must exist in CPRF record. This transaction varies somewhat from the normal text transaction. The CPCM is columnar and not free-form text like in other transactions.

SIGNIFICANT FEATURES: Features that user has determined to be essential for this item.

ACCEPTABLE MINIMUMS: Identifies the minimum acceptable features.

TEXT LINES: These Text lines are designed as user input for other specifics the user desires to communicate to vendor.

After all desired data has been entered, press ENTER and the system will update the database. The system should also display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED". Since there is no need to activate this chart, you have completed your task.

Information input into CPCM will be used by TOPS to print a Product Comparison Chart for a solicitation. Two additional columns will be added at print time by the system to be utilized by the vendor in which to respond.

4.3.7 OTHER COMMODITY PROCESSING

Listed below are all other associated Commodity Inquiry screens and reports and a brief description of each. Different responsibility levels will find numerous usages for these screens. They are:

COMMODITIES ON ACTIVE CONTRACT (CAWA)

Provides the user the ability to inquire on commodity items and to determine which vendors, contract numbers and line numbers they are on. CAWA gives the user the unit of measure, contract expiration date, contract status and ordering status for the commodity on contract.

COMMODITIES ON CONTRACT (CAWD)

Provides the user the ability to inquire on commodity items and to determine which vendors, contract numbers and line numbers they are on. CAWD gives the user the unit of measure, contract expiration date, contract status and ordering status for the commodity on contract.

COMMODITIES ON CONTRACT DETAIL (CAW2)

Provides the user with the ability to make further detailed inquiries of awards for a commodity item number relating to a specific contract.

COMMODITIES BY DESCRIPTION (CDES)

Provides the user with the capability for INQUIRE of a commodity number by the first line of description.

COMMODITY SUPPLYING VENDOR BY GEO BID CODE (CGEI)

Provides the user with the capability to INQUIRE on supplying vendors by sub-class and geographic bid code.

COMMODITY SUPPLYING VENDOR GEO BID CODE (CGEO)

Provides the user with the capability to ADD, DELETE and INQUIRE geographic bid codes for an input commodity Class/Sub-Class and vendor. You need to use this transaction when transaction CSV2 is used to input supplying vendors.

COMMODITY BY ITEM NUMBER (CITM)

Provides the user with the ability to INQUIRE commodity numbers by the item portion of the commodity number.

COMMODITY KEY WORD (CKWD)

Provides the user with the ability to ADD, DELETE or INQUIRE keyword records in the Commodity database. CKWD is a dictionary to the Commodity database.

COMMODITY BY KEY WORD (CKWI)

Provides the user with the ability to INQUIRE commodity numbers by their keyword or common name. Once the user decides that further detail is required, move the CURSOR to the desired keyword/commodity number combination and press ENTER. The system will leaf to COM2.

COMMODITY BY COMMODITY CODE (COMM)

Provides the user with a list of commodity numbers, their status and buyer. To get further detail, move the CURSOR to the desired number and press ENTER. The system will leaf to COM2.

COMMODITY HISTORY (COM3)

Provides the user with the ability to INQUIRE the purchase history for a commodity number.

COMMODITY BY TYPE DESCRIPTION (CTYP)

Provides the user with the capability to INQUIRE commodity numbers by spec type and first line of description for that commodity number.

COMMODITY UNIT OF MEASURE DETAIL (CUO2)

Provides the user with the capability of INQUIRING the purchasing history of a commodity and unit of measure over the past year on a month to month basis.

COMMODITY CLASS/SUB-CLASS BY SUPPLYING VENDOR (CVDR)

Provides the user with the ability to INQUIRE a vendor number to determine which commodity number(s) (Class/Sub-Class) the vendor is currently registered against, and the status of that vendors registration for that particular commodity (Class-Sub-Class). The status is interpreted in the SV Table of BTAB.

4.3.8 REPORTS

TOPS offers the following management reports. Besides these management reports, the data can be extracted for ad hoc reports.

POTENTIAL BID LIST PURGE REPORT (BCOA)

SUMMARY OF BID LIST PURGES (BC1A)

COMMODITY ALPHA MASTER LISTING (BC2A)

COMMODITY NUMERIC MASTER LISTING (BC2B)

COMMODITY DESCRIPTIONS/SPECIFICATIONS BY BUYING TEAM (BC2C)

LIST OF SUPPLYING VENDORS BY COMMODITY CLASS/SUB-CLASS (BC3A)

COMMODITY CONSUMPTION REPORT (BC4A)

COMMODITIES OR SERVICE LAST PURCHASED PRIOR TO XX/XX/XX (BC5A)

VENDOR PURGE LETTER (BC6A)

PRODUCT COMPARISON CHART (BC7A)

TEXT DATABASE

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SECTION 5

TEXT DATABASE

5.1 INTRODUCTION

The Text Database is a repository of text to be used on various print products in TOPS. Special (optional) terms and conditions, general specifications associated with a commodity Class/Sub-Class and Notice of Award text are held in the text database. Text is selected and printed as the logic in the programs dictate and as the buyer identifies the text reference numbers on the solicitation and contract. Additionally, TOPS provides the ability to place text reference into a logical group and to attach that group to a document and to print all reference numbers in that group. Also, the user can set up a matrix of text reference that is contradictory and the system will not allow contradictory text to print.

5.2 PROCESSING OVERVIEW

A Text Header Table (TEXT) must be added to the Text Database to begin the process. Once established, text lines may be added, changed or deleted. After the text header is active, no further changes to the text lines may be made until the text header is inactivated.

Text is referenced by the Text Header Table key. As stated above, text can be entered into logical, frequently used and associative groups so that the user need only key that one group reference number and have all components of that group print in sequence. TOPS provides the user with the ability to modify these text references relative to an individual solicitation without changing the basic text. This subject will be addressed in greater detail in the chapter on solicitations.

5.3 PROCESSING DETAIL

The Text Header Table contains the basic identifying Title, control information, review date and reviewer for the text reference. The maintaining agency is that agency which is responsible for the creation and maintenance of the text. In addition to being from that agency, the user must have authority to maintain records for that agency and have a valid authorization code in BAAT.

5.3.1 MAINTAIN TEXT HEADER (TEXT)

To add a text header, if the user is not currently viewing the TEXT transaction, key TEXT in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

TEXT (REFERENCE) NO: Must have alpha character in first position for terms and conditions or numeric in first position if specifications. 'T' is reserved for Notices of Award text.

TEXT TYPE CODE: Must exist in BTAB Table Type TP.

TITLE: Forty (40) character title for identification.

STATUS CODE: Must be zero (0) on an ADD.

MAINTAINING AGENCY: Must be active in Agency database.

LAST REVIEW DATE: Self explanatory.

BUYER LAST REVIEWED: Must exist in ABUY Table.

AUTHORIZATION CODE: Must exist in BAAT Table (not visible on screen).

After all appropriate fields are completed to your satisfaction, press ENTER for the system to update the database. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. At this point, TAB to the STATUS CODE, change the zero (0) to a three (3), key your authorization code and press ENTER. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. Type TXLN in place of CHANGE in the Function Line and press ENTER.

5.3.2 MAINTAIN TEXT LINES (TXLN)

Text lines are the body of the text entered using transaction ID TXLN. Text lines are added after the text header is created. The format of the text is determined by the user. The format which is used, is the format that will print. The only restriction regarding format is the text is limited to seventy (70) characters in width.

The text lines will contain the standard and special legal terms and conditions, general commodity Class/Sub-Class specifications, Notice of Award text and other text such as instructions to vendors on how to complete the bid.

5.3.2.1 ADDING TEXT LINES

See Section 30, Text Processing, for instructions on how to utilize this text screen. The following fields are required entries for this table:

TEXT (REFERENCE) NO.: Must exist in TEXT Table.

SCROLL ACTION: As applicable.

TEXT LINE: Free Form.

When all text is recorded to your satisfaction, press ENTER for the system to capture this data. The system will display "ALL LINES CHANGED" at the bottom of the screen. At this point, type TEXT in the Function Line and press ENTER.

5.3.2.2 ACTIVATING TEXT REFERENCE

To activate a text reference, if the user is not viewing the TEXT transaction, key TEXT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired text reference number in the text reference number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

5.3.3 MAINTAIN CONTRADICTIONARY TEXT (TCON)

As mentioned earlier, TOPS provides the ability to build a cross reference of text references that when used together on a document may be contradictory. This is done through the building of a TCON Record.

To add contradictory text references, if the user is not currently viewing the TCON transaction, key TCON in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

TEXT REFERENCE: Must be active entry in TEXT Table.

Then key all references contradictory to the key TEXT reference.

After desired fields have been entered, press ENTER for the system to update the database. The system will display

"SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. Repeat the process as many times as required to finish the contradictory list.

5.3.4 MAINTAIN TEXT GROUP (TGRP)

To assist the buyer in reducing data entry time, TOPS provides the ability to build text groups. These groups are frequently used, associative text. This process is done on a screen called TGRP.

The user first must build a TEXT header with a Text Type Code GRP. After having built a text header, the user should go to TGRP and build a record as outlined below.

To add a text group, if the user is not currently viewing the TGRP transaction, key TGRP in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

TEXT GRP REFERENCE: Must be active Group in Text database.

SEQ NUMBER: Determine what position the accompanying text reference will print.

TEXT REFERENCE: An active Text Reference and a component of the group.

After desired fields have been keyed, press ENTER for the system to update the database. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. Repeat the process as many times as required.

5.3.5 OTHER PROCESSING

Listed below are all other associated Text Inquiry screens and reports and a brief description of each. Different responsibility levels will find numerous uses for these screens. They are:

TEXT BY CONTRADICTORY REFERENCE (TCOI)

Provides the user with the ability of inquiry by the text reference number to determine which other text references are in conflict.

TEXT BY TEXT GROUP NUMBER (TGRI)

Provides the user with the ability of inquiry by the text reference number to determine in which text groups this reference resides.

TEXT BY LAST REVIEW DATE (TLRD)

Provides the user with the ability of inquiry by the date of the last review. By moving the CURSOR to the desired entry and pressing ENTER, the system will leaf to TEXT for detail.

TEXT BY TEXT TYPE CODE (TTCD)

Provides the user with the ability of inquiry by text type code. Again, by moving the CURSOR and pressing ENTER, the system will leaf to the TEXT record for detail.

TEXT BY MAINTAINING AGENCY (TXMA)

Provides the user with the ability to list all text references for a particular maintaining Agency.

TEXT BY STATUS CODE (TXST)

Provides refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

TEXT BY TEXT TITLE (TXTL)

Provides the user with ability to inquire the TEXT database by text title. Leafing can be accomplished from this screen to a Text record.

5.3.6 REPORTS

TOPS offers the following management reports. Besides these management reports, the data can be extracted for ad hoc reports.

TEXT MASTER - REFERENCE NUMBER LISTING (BT0A)

TEXT MASTER - ALPHA LISTING BY TITLE (BT0B)

VENDOR DATABASE

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SECTION 6

VENDOR DATABASE

6.1 INTRODUCTION

The establishment and maintenance of vendor information is necessary to assure the availability of qualified registered vendors for the competitive bidding process. As a result of the bidding and award processes, bidding activity and award history are maintained for each vendor in order to determine the performance and activity of all vendors. The activity of special vendor groups such as small, minority and woman-owned businesses is also determined in the same manner.

6.2 PROCESSING OVERVIEW

Routinely, the vendor process begins when a vendor requests to be added to the State's vendor file. In order to add a vendor to the vendor file (register the vendor) two major types of information must be obtained and recorded. These are: first, basic business information about the vendor and second, the commodities and/or services that the vendor provides.

This information is normally requested on the vendor registration form and will be tracked using the Vendor Registration Tracking Process (VREG).

Upon receipt of the completed registration form, the information is entered into TOPS. The vendor will receive solicitations for those commodities or services for which the vendor is properly registered. When the vendor submits a bid, the bid is recorded into TOPS and a history of that vendor's past bid performance is maintained. At the time of award, the vendor's record is updated with the bid and award history.

During the performance of an order or contract, a vendor may fail to comply with some aspect of the order or contract. Complaints will be prepared and entered into TOPS against the vendor. Resolution of the complaint will be sought and the results recorded in the vendor database.

From time to time, a vendor will request a solicitation or submit a bid even though the vendor is not in the vendor database. This type of vendor is referred to as a casual vendor. In order to provide a solicitation to the vendor or record a bid for the vendor, purchasing must register the vendor in the vendor database. As a minimum, the vendor must provide an FEIN or SSN (Federal Employer

Identification Number or Social Security Number) and an address.

6.3 PROCESSING DETAIL

6.3.1 MAINTAIN VENDORS IN STARS

Vendors must be added to STARS before they can be added to TOPS. In addition, vendor addresses must also be added to STARS. TOPS will reference the addresses in STARS.

Reference Chapter 7 of the STARS User Manual for procedures on how to add vendors to STARS.

6.3.2 MAINTAIN VENDOR IN TOPS (VEND)

When a vendor requests to be registered, certain business information about that vendor must be recorded in TOPS. Once the registration form is reviewed, completed and the vendor does not already exist in the Vendor Header Table, the information is recorded using transactions VEND and VEN2. Each vendor is assigned a location suffix to the vendor number. This suffix is used to denote multiple locations for the same vendor. A suffix of 00 is assigned to the parent location and each additional location will add a new suffix.

While a vendor record is in the initialization stage, it may be physically deleted if desired. But once a vendor record becomes active (by setting the status code to 1), it cannot be physically deleted from the Vendor Header Table. The vendor record may be inactivated or it could be set to purge by setting a status code.

Adding a Vendor Header Record (VEND): First, the user must determine if the vendor is in STARS. The user should key the word CLEAR in the Function Line and ENTER. The screen will be refreshed with ADD in the Function Line. Use the TAB key to move the CURSOR to the following REQUIRED fields and key desired data:

VENDOR NUMBER: Vendors FEIN or SSN.

VENDOR NAME 1: Inferred from STARS.

STATUS CODE: Must be zero (0) on an ADD.

AUTHORIZATION: Valid in BAAT for user ID.

CONTACT PERSON: Up to thirty five (35) characters.

RESPONSIBLE AGENCY: Must be active in the AGCY Table.

The following fields are OPTIONAL for this table:

VENDOR NAME: Self explanatory.

DBA NAME: Self explanatory.

CONTACT TITLE: Self explanatory.

PHONE NUMBER: Self explanatory.

PREVIOUS NAME 1: Self explanatory.

PREVIOUS NAME 2: Self explanatory.

PREV/NEW NO: Self explanatory.

SUSPEND/DEBAR DATE: Self explanatory.

EXPIRATION DATE: Self explanatory.

SUSPEND/DEBAR TYPE: Must exist in BTAB Table Type SS.

After all appropriate fields are completed, press ENTER for the system to update the database. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

6.3.2.1 MAINTAIN VENDOR BUSINESS INFORMATION (VEN2)

This screen provides the user with additional data elements that pertain to business information. Some of these data elements are required to be entered before the vendor can be activated. If the user is not viewing the VEN2 transaction, key VEN2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired vendor number in the vendor number field and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and key the requested data. These are required fields:

BUSINESS TYPE: Key a code from BTAB Table BU, e.g., 1-Agriculture, forestry or fishing; 2-Mining, etc.

ORGANIZATION TYPE: Key a code from BTAB Table OT, e.g., A-Association, C-Corporation, P-Partnership.

DATE BUSINESS STARTED: Key the date the business began.

TYPE OF FEIN: Key 1 for FEIN or 2 for SSN.

BUSINESS OWNERSHIP: Key a code from BTAB Table BO, e.g., MA-Minority Approved, WA-Woman Owned Approved, N-Non-Minority.

ETHNICITY: Key a code from BTAB Table EC, e.g., B-Black, H-Hispanic, N-Non-Minority.

COUNTY CODE: Key a code from BTAB Table CC, e.g., 01-Anderson, 02-Bedford, 19-Davidson.

REVIEW CODE: Key 0 (zero).

AFFIRMATIVE ACTION: Default value is 0 (zero).

INCORPORATION STATE: Key two position abbreviation for the state of incorporation.

GROSS REVENUE: Key a code from BTAB Table GR, e.g., 1-Up to \$499,999; 2-\$500,000 to \$999,999.

NUMBER OF EMPLOYEES: Key the number of employees from the registration form.

OUT OF STATE: If the vendor's address is out of Tennessee, key Y, if in Tennessee, key N.

PAYMENT HOLD: Key Y to not pay the vendor. Default value is N.

IN ACCTG PAYEE FILE: Default value is N.

INDEPENDENT OWNED: Key Y if independently owned or N if publicly owned.

OUT OF COUNTRY IND: Key Y if outside the United States, e.g., Canada or Germany.

STKHLDR DISCLOSURE: Default value is N.

The following fields are OPTIONAL for this screen:

INCORPORATION DATE: Key date company was incorporated.

COMM APPROVAL DATE: Key the date commerce department approved the vendor as represented on the application.

SEC OF STATE REG: Key Y if registered with Secretary Of State or else key N.

SOS APPROVAL DATE: Key date the Secretary of State approved the vendor.

DATE REG SEC STATE: Key date vendor registered with the Secretary of State.

MINIMUM QUOTATION: Key the minimum quotation amount from the vendor application. Default is 0 (zero).

DATE FILED: Key date the stockholder's disclosure was filed with Secretary of State.

When all fields are entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

6.3.3 MAINTAIN VENDOR ADDRESSES (VADR)

Because the State of Tennessee uses a shared vendor file with the STARS accounting system, the adding of a vendor address can be accomplished in VADR in a fairly simple manner.

Before a vendor can be declared active, at least one address must exist in STARS and be referenced in the Vendor Address Table. The vendor must have a general address in TOPS.

To add a vendor address to TOPS, if the user is not currently viewing the VADR transaction, key VADR in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

VENDOR NUMBER: Must be valid in STARS/TOPS.

VENDOR ADDRESS: Two (2) digit designator.

The following fields are OPTIONAL on this screen:

CONTACT PERSON: Thirty-five (35) characters.

CONTACT PHONE: Area code + seven (7) digits + four (4) digit extension.

CONTACT POSITION: Self explanatory.

After all appropriate fields are completed, press ENTER for the system to update the database. The system will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

6.3.4 ACTIVATING A VENDOR (VEND)

To activate a vendor, if the user is not viewing the VEND transaction, key VEND in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired vendor number in the vendor number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

6.3.5 SUSPEND/DEBAR VENDOR (VEND)

There are circumstances in the State which require that a vendor be temporarily or permanently removed from bidding. This process is known as suspension or debarment. To suspend or debar a vendor, if the user is not viewing the VEND transaction, key VEND in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired vendor number in the vendor number field and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and ENTER data:

SUSPEND/DEBAR DATE: Key the date the suspension or debarment is effective.

EXPIRATION DATE: Key the date the suspension or debarment is to expire.

SUSPEND/DEBAR TYPE: Key a code from BTAB Table SS, e.g., 03-Bid Rigging, 10-Poor Performance.

When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

6.3.6 MAINTAIN COMPLAINTS (VCOM/VCO2/VCO3/VCTX)

When a vendor fails to perform as prescribed in the order or contract, the person using the commodities or services should issue a complaint against the vendor. This complaint is entered into TOPS and a complaint letter is issued to the purchasing division inspection section for mailing.

The user will need to print three screens of BTAB to use as a complaint is recorded. They are:

1. VC Status Codes that move the complaint
2. BT Complaint Code
3. SI Severity Indicator

VCOM is used to determine the next complaint number. TOPS keeps track of each complaint filed against any vendor. Before beginning to enter a complaint, VCOM should be viewed by inquiring on vendor's ID number to ascertain the next complaint number.

VCO2 is the beginning screen. If the user is not currently viewing the VCO2 screen, then key VCO2 in the function line and press enter. Key CLEAR in the function line and press enter. The screen will refresh with ADD in the function line. Use the TAB key to move the cursor to the following required fields and key the desired data:

1. The vendor ID number (Can be verified in VNAME)
2. The complaint number
3. Title Line 1 (30 characters)
4. Title Line 2 (30 characters)
5. Status Code (Start with "0")
6. Agency (Must be valid in AGCY table in TOPS)
7. Date of Complaint
8. Date Received (Will be entered in Purchasing)
9. Order Number (or)
10. Contract Number
11. Complaint Code (Use the code that best describes need)
12. Severity Code (Use the code that best describes need)
13. Procuring Agency - Enter 32110 - Always Purchasing

If all these are entered and TRANSACTION SUCCESSFUL appears, go to VCO3.

VCO3 - If the vendor and complaint numbers just entered on VCO2 do not come up on your screen, INQUIRE on those numbers. Then type change in the function line and enter the following:

1. Agency Contact and phone number
2. Vendor Contact and phone number
3. Complainant name and phone number

After these are entered and TRANSACTION SUCCESSFUL appears, type VCO2 in the function line and be sure you have the right vendor and complaint on the VCO2 screen and change the Status Code to "1". This completes the vendor complaint entry process. A letter of vendor complaint will be printed overnight and delivered to the Purchasing Division and mailed.

VCTX screen is used to explain the circumstances that caused a complaint to be issued. This screen is used:

- If user is not currently viewing the VCTX screen, then type
- VCTX in the function line and press enter. Type GET in the
- function line and choose the vendor ID number and complaint
- number to access space to enter all pertinent information
- concerning the complaint.

6.3.7 MAINTAIN COMPLAINT RESOLUTION (VRES)

Each complaint registered in the Vendor Complaint Table must be resolved. When a response to the Vendor Complaint letter is not received in fourteen (14) working days, Central purchasing division contacts the vendor to begin resolution of the complaint, unless the complaint is of an emergency nature.

The complainant completes the VC02 and VC03 screens and sets the vendor complaint letter to print. The next business day, the Purchasing Complaint Supervisor will receive a report showing all the complaint letters printed overnight. After mailing the complaint letter to the vendor, the Supervisor adds a VRES record (Action code "02 - Complaint Letter Mailed").

As soon as a response is received from the vendor, the Supervisor goes to the VRES screen and changes the action code to "05 - Response Received". If this is not done within 14 working days after the vendor complaint letter is mailed, a second notice is generated and mailed.

A separate VRES record should be added for each resolution action taken. Reference the "RA" table in BTAB for a complete list of all resolution action codes. You are not required to use all of the action codes, however each step in the process should be recorded. All of the these codes are entered on the VRES screen with an ADD function except "10 - Resolved".

To record an action taken, type CLEAR in the function line on the VRES screen. The screen will refresh with ADD in the function. TAB to the following fields and key the requested data.

VENDOR NUMBER: Key the vendor number

COMPLAINT NUMBER: Key the complaint number

ACTION CODE: Key the correct action codes. See "RA" table of BTAB for complete list of complaint resolution action codes

RESPONSE RECEIVED: Key date the response was received

ACTION COMPLETED: Key date this action took place

AGENCY/VENDOR: Was the response from the Agency or from the Vendor. Key "A" or "V"

ACTION DATE: Same as Action Completed

ACTION BY NAME: Name of person the action came from

You may also key up to three lines of comment explaining the action.

The final resolution of a complaint may be viewed at any time by INQUIRING on the VRES screen by vendor number and complaint number and scrolling to the VRES record at Action Code '10'. VRES concludes the process of recording resolutions of complaints against vendors.

6.3.8 INQUIRE REGISTRATION INFORMATION (VRGI)

When a request for a vendor application is received and the user wishes to track the vendor application in TOPS, the user should INQUIRE the TOPS Master Vendor Database to determine if the vendor is currently registered. Using the VNAM transaction, the user can determine by vendor name if the vendor exists or by using the VEND transaction, the user can determine by vendor number if the vendor exists. See instructions elsewhere in this section on how to use the VNAM and the VEND transactions.

If the vendor is not currently registered, the user should also determine if the vendor application is currently being processed. Using the VRGI transaction, the user should INQUIRE the registration database to determine if the vendor is currently being processed. If the vendor exists, do not enter the vendor. If the vendor does not exist, continue with the next step.

6.3.9 MAINTAIN REGISTRATION INFORMATION (VREG)

To add a vendor to the registration file, if the user is not currently viewing the VREG transaction, key VREG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

VENDOR NUMBER: Key the vendor's FEIN or SSN.

VENDOR NAME: Key the vendor's name (up to sixty (60) characters).

ADDRESS: Key the vendor's street address (up to three (3) lines).

CITY: Key the vendor's city.

STATE: Key the vendor's state.

ZIP: Key the vendor's zip code

COUNTRY: Key the vendor's country.

The following fields are OPTIONAL for this transaction:

DATE APPLICATION SENT: Key the date the application was sent to the vendor.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

When the application is returned, update the VREG Table. If the user is not viewing the VREG transaction, key VREG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired vendor number in the vendor number field and press ENTER. Key CHANGE in the Function Line, TAB to the desired field and key the desired data:

DATE APPLICATION RCVD: Key the date the application was received from the vendor.

DATE RE-REG SENT: Key the date a re-registration package was sent to the vendor.

DATE RE-REG RCVD: Key the date the re-registration package was received from the vendor.

DATE APPLIC RETURNED: Key the date the application was returned to the vendor for rework.

REASONS RETURNED: Key reasons that the application was returned to the vendor for rework. These reasons can be found in the BTAB Table RR.

After all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of

the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

6.3.10 OTHER PROCESSING

TOPS offers other screens which are primarily for INQUIRY. The screens are helpful to all levels of management. They are listed below with a brief explanation of each:

VENDOR AWARD SUMMARY (VAWD)

Provides the user the ability to INQUIRE award history for a vendor. If desired, the user can select a vendor by placing the CURSOR on that vendor and pressing ENTER. The system will leaf to VAW2 for detail.

VENDOR AWARD DETAIL (VAW2)

Provides the user with detailed information concerning awards made to a vendor.

VENDOR BID SUMMARY (VBID)

Provides the user with information concerning the Vendor Bid History. By placing the CURSOR on any Document Number and pressing ENTER, the system will leaf to VBI2 for detail.

VENDOR BID DETAIL (VBI2)

Provides the user with further detail about a particular Bid Document.

VENDOR COMPLAINTS BY BUYER (VC01)

Provides the user with a list of complaints being managed by a buyer for a procurement agency.

VENDOR COMPLAINT LISTING (VCOM)

Provides the user with a listing of complaints against a vendor.

VENDOR HISTORY (VEN3)

Provides the user with the ability to INQUIRE a Summary of Vendor's Performance.

VENDOR BID AND AWARD HISTORY (VEN4)

Provides the user with the ability to INQUIRE a Summary of Vendor Bid and Award History.

VENDORS BY NAME (VNAM)

Provides the user with the ability to INQUIRE the Vendor Table by name (Line 1 of Vendor Name). After obtaining the desired vendor, the user can leaf to VEND by placing the CURSOR on the vendor name and pressing ENTER.

VENDOR COMPOSITE INFORMATION (VNDR)

Provides the user with the ability to INQUIRE the address of a vendor.

VENDOR NOTES (VNTE)

Provides the ability for the user to record notes relative to a given vendor.

VENDOR REGISTRATION BY NAME (VRGI)

Provides the user the ability to INQUIRE the registration database by vendor name.

VENDORS BY STATUS CODE (VSTA)

Provides the user the ability to INQUIRE the vendor database by vendor status code.

6.3.11 REPORTS

TOPS offers the following management reports. Besides these management reports, the data can be extracted for ad hoc reports.

VENDOR MASTER - ALPHA LISTING (BV0A)

VENDOR MASTER - NUMERICAL LISTING (BV0B)

INACTIVE VENDOR REPORT (BV0A)

SMALL BUSINESS APPROVED VENDORS ALPHA LISTING (BV0A)

VENDORS WITHOUT COMMODITIES (BV0A)

REPORT OF SMALL BUSINESS SET ASIDE BY NUMBER OF PURCHASE ORDERS AND CONTRACTS (BV1A)

REPORT OF SMALL BUSINESS SET ASIDE BY DOLLAR AMOUNT (BV1A)

REPORT OF SMALL BUSINESS SET ASIDE BY NUMBER OF PURCHASE ORDERS AND CONTRACTS FOR WAIVER (BV1B)

REPORT OF SMALL BUSINESS SET ASIDE BY DOLLAR AMOUNT OF WAIVER (BV1B)

REPORT OF SMALL BUSINESS SET ASIDE BY NUMBER OF PURCHASE ORDER AND CONTRACTS ISSUED TO APPROVED SMALL BUSINESSES (BV1C)

REPORT OF SMALL BUSINESS SET ASIDE BY DOLLAR AMOUNT - INCLUDES APPROVED SMALL BUSINESS ON OTHER THAN SET ASIDE FOR SMALL BUSINESSES (BV1C)

COMPLAINTS AGAINST RENEWABLE CONTRACTS (BV2A)

OPEN/UNRESOLVED VENDOR COMPLAINTS (BV3A)

VENDOR PERFORMANCE HISTORY SUMMARY BY FISCAL YEAR (BV5A)

SMALL BUSINESS VENDOR BID HISTORY BY FISCAL YEAR (BV5A)

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SECTION 7

DOCUMENT PROCESSING IN GENERAL

7.1 INTRODUCTION

Documents are defined in TOPS as requisitions, solicitations, solicitation amendments, orders, order amendments, contracts and contract amendments. In essence documents as referred to in this and subsequent sections are the heart of the purchasing process.

Processing documents in TOPS should follow the same basic purchasing process used prior to TOPS. The same basic approvals must be obtained, the same data elements are required, TOPS prints the same documents (though the format has changed), bids are recorded, awards are made, interface is made with STARS for funds, etc. To be successful, TOPS users must relate the data elements and procedures of the manual process to the automated environment.

There are several items of general interest to the TOPS user that are discussed below.

7.2 STATUS CODES

As a document is processed through a procurement office in general, there are steps that the document must go through in order for the document to meet the requirements of the Purchasing rules and regulations. These steps have been defined and included in TOPS. Each step has been assigned a Status Code. There are two (2) types of status codes: action and information. Action status codes will cause an action to be taken. The action may be to print a draft solicitation or to make an award. Information status codes reflect the status of a previous action. That is, an action was attempted and failed, an action was attempted and succeeded, or the buyer took a manual action and set the status code to reflect that action. For every action status code set, TOPS will eventually show the results of that action - whether it succeeded or failed. As a part of the normal buying process, a buyer may send the technical bids to the department for review. The buyer may set a status code to reflect that action.

Status codes are also designed and controlled by process type.

Following is a list of status code categories by process:

<u>STATUS CODES</u>	<u>PROCESS DESCRIPTION</u>
000 - 099	APPROVAL PROCESS

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100 - 199	REQUISITION PROCESS (USER AGENCY)
200 - 299	REQUISITION PROCESS (PURCHASING)
300 - 399	SOLICITATION AND AMENDMENT PROCESS
400 - 499	ORDER AND ORDER CHANGE PROCESS
500 - 599	CONTRACT AND CONTRACT CHANGE PROCESS

For a detailed discussion and list of all status codes, See Section 31, Status Codes and Document Types.

7.3 PROCUREMENT PHASES

TOPS views the procurement process in phases. These phases are:

REQUISITION PHASE

In this phase, the user enters the requisition into TOPS, obtains any required approvals, pre-encumbers funds in STARS and processes the requisition to purchasing.

PRE-SOLICITATION PHASE

In this phase, the buyer supervisor reviews the requisition and assigns the buyer. The buyer reviews the requisition for procurability, creates a solicitation, attaches the requisition to the solicitation and obtains approvals for the solicitation process. The buyer prints the draft solicitation.

SOLICITATION PHASE

In this phase, the buyer prints the final solicitations and amendments to solicitations. This phase extends through bid opening.

PRE-AWARD PHASE

In this phase, the bids are recorded, tabulated and evaluated. The documents are prepared for the award process by setting the award flags. Orders and contracts are created by TOPS as the result.

POST-AWARD PHASE

In this phase, the contracts and orders are modified if necessary. This phase also includes extensions to contracts and orders and renewals for multiple year contracts.

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SECTION 8

REQUISITION PROCESSING

8.1 INTRODUCTION

This section addresses the entire requisition process. This process is divided into two categories: user agency and purchasing. The user category includes entering requisitions, entering requisition lines, gaining approvals and obtaining funds. The purchasing category includes buyer review of the requisition, obtaining approvals and preparing the requisition to be attached to a solicitation.

8.2 PROCESSING OVERVIEW

To start the requisition process, the user enters the requisition header using the RQS4 transaction. This transaction will require basic information such as: the requisitioning agency, ship-to address, bill-to address, fiscal year, requisition title, contact person; and phone number. The next step is to identify the items/services and quantities that are to be purchased. This is done using the RLI2 transaction. Key the accounting information for the requisition. The accounting information will be entered using the RACG transaction and will include the accounting distribution and the amount. Funds are obtained by changing the status code on the RQS4 transaction.

TOPS will automatically add approvals required by the requisition. Other approvals may be manually added using the PAPV transaction. Requisitions are also approved by using the PAPV transaction.

For a document flow of the requisitioning process, see Section 32: Document Flows.

8.3 PROCESSING DETAIL

Following are the details of the processes to enter a requisition, obtain funds, approve it, move it to purchasing, review it in purchasing and prepare it to be attached to a solicitation.

8.4 AGENCY USER

SECTION 8: Requisition Processing

Most requisitions will be entered in TOPS by persons from the user agencies; however, the central purchasing department must also use this process to enter requisitions which initiate state-wide contracts.

8.4.1 REQUISITION TYPES

There are several basic types of requisitions which may be processed in TOPS. The requisition type is identified in TOPS by the requisition document type on the RQS4 transaction. There are variations to the ones listed below.

***** NOTE: See Section 31, Status Codes and Document Types for a complete list of requisition types and each corresponding document type.**

OPEN (ONE TIME) REQUISITION (P1)

A one-time purchase or an open market requisition is used to satisfy a non-recurring requirement which must be purchased on the open market by obtaining competitive bids. An open market requisition may result in an informal solicitation or a formal solicitation. Typically, open market requisitions are processed through the Solicitation database and orders are created in the Order database. Open Market Requisitions (Doc Type P1 only) can be entered for the current fiscal year up to the requisition cut off date in the BINS Table.

CONTRACTS

Requisitions are normally used in TOPS to initiate contracts. Contracts are typically categorized into two groups: Statewide contracts and agency contracts. The Central Purchasing Department will process Statewide contract requisitions while departmental users will enter and process Agency contract requisitions. These type requisitions are processed through the Solicitation database and result in contracts in the Contract database. Both Agency and Statewide contracts (Multi-year contracts included) may be processed for the current fiscal year or the current fiscal year plus one.

CONTRACT RELEASE ORDER REQUISITION (P1R)

Contract release orders are typically processed directly through the order database (see section 17). A contract release order (CRO) requisition may be used to order items and services currently on Statewide or Agency unique contracts. The pricing, delivery and payment information is retrieved from the contract. This type requisition will create a contract release order in the Order database. This requisition type does not process through the Solicitation database.

**DELEGATED PURCHASE AUTHORIZATION FROM BID (DPA FROM BID)
(P1B)**

SECTION 8: Requisition Processing

The DPA from bid requisition is used by the departmental user to obtain a one-time approval to purchase items and services at the departmental level which otherwise would be purchased by the Central Purchasing office. The DPA from bid requisition is entered by the departmental user, approved by the Central Purchasing office and results in a DPA from bid being created in the Contract database. This type requisition by-passes the Solicitation database. DPA from Bid Requisitions may be processed for the current fiscal year or the current fiscal year plus one, but may not exceed a total of 12 months.

REQUISITIONS AGAINST DPA FROM BID (P1D)

After the DPA from bid has been granted by the Central Purchasing Division, the departmental purchasing office will issue direct purchase orders for purchases under \$5,000.00 or a P1D requisition for purchases \$5,000.00 and over to purchase the approved items and services. The agency must process this type requisition through the solicitation database resulting in an order being created in the order database.

8.4.2 ENTER REQUISITION HEADER (RQS4)

To enter a requisition, key RQS4 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key desired data:

REQUISITION NUMBER: Key NEXT.

FISCAL YEAR: Key current or next fiscal year.

TITLE LINE 1: Key title of requisition.

STATUS CODE: Default is 100.

DOCUMENT TYPE: Key requisition document type. Must be a valid entry in the BTAB Table DT. See Section 31 for list.

PURCHASING AGENCY: Key purchasing agency. Must be a valid entry in AGCY Table. If local purchase, key local purchasing agency number. For Central Purchasing, key 32110.

REQUISITIONING AGENCY: Key requisitioning agency number. Must be a valid entry in the AGCY Table.

AGENCY CONTACT: Key name of agency contact for questions concerning the requisition.

CONTACT PHONE: Key contact phone number.

CLASS/SUB-CLASS: Key the predominate five digit TCC Code for the requisition. Must be a valid entry in the COM2.

DELIVERY-TO AGCY/SUB: Key ship-to agency and sub-agency number. Must be valid in AGCY/AADR Table. Must be a valid entry in the BREG Table. For delivery to a group of agencies, use the group number assigned to that particular agency group. Must be valid in the AGRP Table.

INVOICE-TO AGCY/SUB: Key bill-to agency and sub-agency number. Must be valid in the AADR Table.

DELIVERY DAYS ARO: Key number of days after receipt of the order that the items are to be delivered. (NOTE: Only one of the following can be entered: delivery days ARO, weeks ARO or a particular date.)

DPA NUMBER: Key DPA from Bid number only if the document type is P1D.

The following fields are optional for this transaction:

AGENCY REQ NUMBER: Key local requisition number.

TITLE LINE 2: Key second line of title

DELIVERY WEEKS ARO: Key number of weeks ARO the items are to be delivered.

DELIVERY DATE: Key a specific delivery date.

DELIVERY CONTACT: Key person to contact before delivery is made.

DELIVERY PHONE: Key phone number of delivery contact person.

AGENCY STARS PROCESS: Key Y if previously processed in STARS or else TOPS will default to N.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

8.4.3 ENTER REQUISITION LINES (RLI2) AND MULTIPLE REQUISITION LINES (RLIM)

If the user is not currently viewing the RLI2 transaction, key RLI2 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key desired data:

REQUISITION NUMBER: Key desired requisition number.

LINE NUMBER: Key next line number. It is a good habit to key line numbers in increments of 5 in case you need to insert lines later.

STATUS CODE: Defaults to 100.

COMMODITY CODE: Key desired commodity code. Must be active in Commodity database.

QUANTITY - FROM: Key desired quantity.

UNIT OF MEASURE: Key desired unit of measure. Must be in BTAB Table UM. If the unit of measure does not exist for the commodity code, TOPS will add the unit of measure to the commodity code.

ESTIMATED UNIT PRICE: Key your best estimate of the unit price.

The following fields are OPTIONAL for this transaction:

QUANTITY - TO: Key to quantity if a range for vendor to bid is desired.

DELIVERY AGENCY: Key delivery agency if that requisition line is to be shipped to a different location than the one keyed on RQS4. Must be valid in AGCY Table.

DELIVERY SUB-AGENCY: Key delivery sub-agency if different from the one keyed on RQS4. Must be valid in AADR Table.

SAMPLE REQUIRED: Key Y if a sample of the item is required.

GROUPING INDICATOR: Key two character code if this line is to be grouped with other lines for bid tab and all-or-none award. Normally this is set in Central Purchasing.

DESC LITERATURE REQD: Key Y if descriptive literature is required.

CATALOG NUMBER: If CRO requisition and item is sold as percent off price list, the part number from the catalog must be entered.

CATALOG PRICE: If CRO requisition and item is sold as percent off price list, the price from the price list must be entered. TOPS will use the contract discount percent and compute the net unit price.

CONTRACT NUMBER: If CRO requisition, the user may enter the desired contract number. TOPS will consider only items on that contract number. If a contract number is not entered, TOPS will "shop" for the best price for the commodity code from all available contracts the agency is authorized to use.

CONTRACT LINE NUMBER: If CRO requisition, the user may enter the desired line number on the contract. TOPS will consider only that line number.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Additionally, to enter up to three (3) requisition lines at the same time, the user can utilize the RLIM screen. If the user is not currently viewing the RLIM transaction, Key RLIM into the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key desired data:

REQUISITION NUMBER: Key desired requisition number.

LINE NUMBER: Key the next line number. On requisitions with many lines, it is a good habit to use line numbers in increments of 5.

COMMODITY ITEM CODE: Key the six (6) digit item number only. Class and Sub-class will be automatically inserted.

FROM QUANTITY: Key desired quantity.

UNIT OF MEASURE: Key desired unit of measure. Must be in BTAB Table UM.

ESTIMATED UNIT PRICE: Key in your best estimated price.

All other fields are OPTIONAL.

After all three line items have been entered, you may re-key ADD in Function Line and ENTER three more lines of items on the requisition. Continue this process until all line items have been entered.

8.4.4 REQUISITION LINE DESCRIPTION MODIFICATION (RMOD)

The agency may modify the description of a commodity code for each line of a specific requisition. This can be done by using the RMOD transaction.

To modify the description of a commodity code, key RMOD in the Function Line and press ENTER. Key GET in the Function Line and the requisition number and line number and press ENTER. The existing commodity description will be displayed. Key CHANGE in the Function Line, TAB to the text area and key the desired description in the text area. When all text has been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED".

8.4.5 REQUISITION LINE NOTES (RLTX)

The agency may record notes in the requisition line electronic note pad for review by the buyer. This can be done by using the RLTX transaction. Information keyed in RLTX will not print on a solicitation.

***** NOTE: FOR ENTERING REQUISITION SPECIFICATIONS, SEE SECTION 8.10, DETAILED INSTRUCTIONS ON ATTACHING SPECIFICATIONS TO A REQUISITION.**

To create requisition line notes, key RLTX in the Function Line and press ENTER. Key GET in the Function Line and the requisition number and line number and press ENTER. If text exists, it will be displayed. Key CHANGE in the Function Line, TAB to the text area and key the desired text in the text area. It's a good practice to key the date and your initials before keying the note. When all text has been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 PROCESSING ATTEMPTED."

8.4.6 REQUISITION NOTES (RNTE)

The agency should key the justification or reason for the requisition in the requisition electronic note pad for review by all approvers and Central Purchasing. Any other notes regarding the requisition or notes between approvers, buyers and agency procurement personnel may be keyed in RNTE. This can be done by using the RNTE transaction.

To create requisition notes, key RNTE in the Function Line and press ENTER. Key GET in the Function Line and the requisition number and press ENTER. If text exists, it will be displayed, if not, a screen ready for text to be entered will be displayed. Key CHANGE in the Function Line, TAB to the text area and key the desired text in the text area. It's a good practice to key the date and your initials before keying the note. When all text has been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED".

NOTE: TEXT IN THE RNTE SCREEN MAY BE CHANGED FOR UP TO THREE DAYS ONLY BY THE PERSON WHO ENTERED THE TEXT.

8.4.7 ENTER ACCOUNTING INFORMATION (RACG)

For a detailed description of the processes involved in the accounting interface see Section 25, Accounting Interface.

If the user is not currently viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will be refreshed with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key desired data:

REQUISITION NUMBER: Key the desired requisition number.

ACCT LINE NUMBER: Key accounting suffix number. Normally 01, 02, 03, etc. Up to 99.

CHANGE NUMBER: Default is 00.

ACCOUNT TYPE: Leave blank unless accounting defaults are active.

STATUS CODE: Default is 0.

ACTION CODE: Key C to create an accounting record.

FUND CODE: Key desired fund number.

OBJECT CODE: Key desired object code.

DEPARTMENT: Key desired department code from allotment.

DIVISION: Key desired division code from allotment.

COST CENTER: Key desired cost center.

LINE AMOUNT: Key line amount to be paid from this accounting distribution.

STARS ID: Key your STARS ID.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT CODE: Key desired agency object code.

PROJECT: Key desired project code.

SUB-PROJECT: Key desired sub-project code.

GRANT: Key desired grant code.

SUB-GRANT: Key desired sub-grant code.

FROM LINE: An accounting distribution may pay for specific requisition lines. Key the beginning (from) requisition line number that will be paid for by these funds.

TO LINE: Key the ending (to) requisition line number that will be paid for by these funds. ALL requisition lines inclusive of the from and to line numbers will be paid for by these funds.

USER FIELD 1: This field is for agency use. Key the desired agency information.

USER FIELD 2: This field is for agency use. Key the desired agency information.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

8.4.7.1 CREATE PRE-ENCUMBRANCE (NOT REQUIRED)

To create a pre-encumbrance, assure that the RACG record has a C in the Action Field and status code is 1.

To post to the STARS shadow file, change the RQS4 status code to 106 and press ENTER, RQS4 will send the accounting information to STARS and validate the entire accounting distribution. Shadow post does not apply to the Contract Encumbrance RACG. If errors were encountered in the process, the status code on RQS4 will be set to 107. To clear the errors, retrieve the RACG transaction for each accounting distribution and respond to the error message displayed in the Reason Codes near the bottom of the screen. The RACG status code must be changed back to '1' in order to be re-sent to STARS after errors are corrected.

8.4.7.2 INCREASE PRE-ENCUMBRANCE

To increase a pre-encumbrance, assure that the RACG record has an I (Increase) in the Action Field and a status code of '1'.

To post to the STARS shadow file, change the RQS4 status code to 106 and press ENTER, RQS4 will send the accounting information to STARS and validate the entire accounting distribution. Shadow post does not apply to the Contract Encumbrance RACG. If errors were encountered in the process, the status code on RQS4 will be set to 107. To clear the errors, retrieve the RACG transaction for each accounting distribution and respond to the error messages displayed. The RACG status code must be changed back to '1' in order to be re-sent to STARS after errors are corrected.

8.4.7.3 DECREASE PRE-ENCUMBRANCE

To decrease a pre-encumbrance, assure that the RACG record has an R (Reduction) in the Action Field and status code of 1.

To post to the STARS shadow file, change the RQS4 status code to 106 and press ENTER, RQS4 will send the accounting information to STARS and validate the entire accounting distribution. Shadow post does not apply to the Contract Encumbrance RACG. If errors were encountered in the process, the status code on RQS4 will be set to 107. To clear the errors retrieve the RACG transaction for each accounting distribution and respond to the error messages displayed. The RACG status code must be changed back to '1' in order to be re-sent to STARS after errors are corrected.

8.4.7.4 CANCEL PRE-ENCUMBRANCE

To cancel a pre-encumbrance, set the requisition status to cancel (196 - 199 if not in purchasing or 296 - 299 if in purchasing).

To cancel a requisition, change the RQS4 status code to 196 - 199 or 296 - 299 and press ENTER, RQS4 will automatically back out the accounting information in STARS. This does not apply to the Contract Encumbrance RACG. If errors were encountered in the process, error messages will appear at the bottom of the screen. To clear the errors retrieve the RACG transaction for each accounting distribution and respond to the error messages displayed.

8.4.8 MAINTAIN APPROVALS

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition, approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. The requisition status code will change to 111 when the first approval is met. Changes to quantity, unit price, or unit of measure may not be done while the status code is at 111. In order to make these types of changes the RQS4 status code must be changed to 105. This will reset all approvals previously met. If an approval screen is disapproved, the requisition status code will change to 112. If the document may be corrected by the user, the user can make the corrections and change the RQS4 status code to 109. This will alert the disapprover that a correction has been made and request reconsideration of approval. When the final approval is granted, the status code on the requisition is automatically set to 149.

***** NOTE: See Section 29, Approval Processing for a detailed description of the approval process.**

Approvals applied in this phase:

AGENCY OR ORGANIZATION TYPE (AA)

BUDGET TYPE (BU)

COMMODITY TYPE (CA)

USED EQUIPMENT TYPE (UE)

TRADE-IN TYPE (TI)

8.5 FORWARDING TO PURCHASING

When all approvals have been obtained, the requisition is ready to forward to purchasing.

To know when a requisition is ready to send to purchasing, inquire the requisition database by using the RAST

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transaction. If the user is not currently viewing the RAST transaction, key RAST in the Function Line and press ENTER. Key INQUIRE in the Function Line and key your agency number in the AGENCY field and status code 149 in the STATUS CODE field and press ENTER. The screen will display all requisitions for your agency currently at status code 149 (ready to be forwarded to purchasing).

To forward a requisition to purchasing, using the RQS4 transaction set the status code to 150 and press ENTER. If all edits pass, the status code will be set to 200 (sent to Central Purchasing).

8.6 PURCHASING

When the requisition arrives at purchasing, it will immediately appear on the Buyer Workload Report as not having a buyer assigned. The first step is for the buying unit supervisor to assign a buyer. The buyer must then review the requisition and determine the appropriate purchasing technique. This is related to TOPS by setting the solicitation and award codes. Finally, by setting the status code to 203, the requisition is prepared to attach to a solicitation.

*** NOTE: BY SETTING THE STATUS CODE ON RQS2 TO 265, TOPS WILL BUILD A SOLICITATION ON-LINE. ALSO, SVEN(S) AND SLIN(S) ARE CREATED.

8.6.1 SUPERVISOR REVIEW

The supervisor should review all requisitions at status code 200. Using the RBUS transaction, inquire the Requisition database and select the requisitions assigned to the supervisor's buying unit and at status code 200. To review the requisition, the supervisor should inquire the following transactions: RQS2, RLI2 (for each line) and RNTE.

8.6.1.1 ASSIGNING THE BUYER, SOLICITATION CODE AND AWARD CODE

If the supervisor is not currently viewing the RQS2 transaction, key RQS2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and key the desired requisition number in the requisition number field and press ENTER. The screen will refresh with the desired requisition. Key CHANGE in the Function Line. Use the TAB key to move the cursor to the following fields and key the desired data:

STATUS CODE: Key 201 in the status code field.

BUYER CODE: Key the code of the buyer that the requisition is being assigned to work.

SOLICITATION CODE: Key the desired solicitation code based on the document type and type of solicitation required, see PR Table of BTAB for codes.

AWARD CODE: Key the desired award code based on the document type and solicitation code keyed, see OC Table of BTAB for codes.

The following fields are OPTIONAL for this screen:

SPEC INTEREST CODE: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

ONE TIME INTEREST CODE: Must be 'Y' or 'N'. Defaults to 'N' on ADD.

SWC NUMBER: Must be valid in TA Table of BTAB. Must be keyed for P1A, P1M, & P1S type requisitions.

WAVIER NUMBER: Self explanatory.

WAVIER APPROVAL DATE: Date wavier was approved.

WAVIER TYPE: Must be valid in WT Table of BTAB.

After all appropriate fields are completed, press ENTER for the system to capture this data. The system will display "SC08 TRANSACTION SUCCESSFUL" and "LO30 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. This concludes the process of assigning a buyer, solicitation code and award code to a requisition. The next step is to schedule the requisition.

8.6.1.2 SCHEDULING THE REQUISITION

At this point, the supervisor may schedule the requisition. The buyer supervisor may choose to scheduling at either the requisition stage or the solicitation stage. When scheduling a requisition, three major events occur.

First, the document type and nature of purchase are used to retrieve the procurement lead-time table (BSTD) for that combination, (for example, invitation for bid and complex commodity purchase). The document type and nature of purchase result from the characteristics of the requisition and what is being purchased.

Second, the procurement lead times in the BSTD Table are accepted or decreased by the priority. Priority 3 is routine. Priority 2 decreases the procurement lead time by

25%. Priority 1 decreases the procurement lead time by 50%. Priority is an expression of the urgency of need. Third, the degree of difficulty is used to express all other characteristics associated with the requisition, such as the other workload of the buyer, the capabilities of the buyer, the buyer's work schedule, etc. A degree of difficulty of 1.0 is routine and the schedule is not affected. A degree of difficulty of 1.2 adds 20% to the procurement lead time. A degree of difficulty of .7 reduces the procurement lead time by 30%. Using these three parameters, TOPS will generate a schedule. The scheduled dates will be checked against the Holiday Table (BHOL); if a scheduled date is listed, TOPS will increment the date by one and check the BHOL Table again. This will continue until the scheduled date is not in the BHOL Table.

The supervisor should set these parameters to accurately express the circumstances of the requisition and its processing. A requisition may be scheduled many times while in the scheduling mode. Once the status code is changed to indicate other processing, the schedule is "frozen" and it may never be rescheduled. Individual revised schedule dates may be keyed to change the schedule, but the original schedule will always remain intact.

To schedule a requisition, if the supervisor is not viewing the RQS3 transaction, key RQS3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 235, TAB to the nature of purchase, priority and degree of difficulty fields and key the appropriate values. All codes may be found in BTAB. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the schedule is acceptable, proceed or else repeat the above step and change the nature of purchase, priority and degree of difficulty to change the schedule.

8.6.1.3 FORWARDING THE REQUISITION TO THE BUYER

When the supervisor has completed the review, using the RQS2 transaction set the requisition status code to 202 and press ENTER. This will tell the buyer that the requisition has been assigned.

8.6.2 BUYER REVIEW

Periodically the buyer should inquire the RBST transaction with a status code of 202 to determine if any new requisitions have been assigned. If requisitions have been assigned, using any or all of the following transactions (RQS2, RQS3, RQS4, RQS5, RNTE, RLI2, RLI3, RMOD, RLTX, and RACG) review the requisition. As in the case of any review, the buyer should be sensitive to any characteristics that would hinder the procurability of the requisition.

8.6.3 RETURNING REQUISITION TO USER FOR REWORK

If the requisition must be changed, the supervisor or buyer may change certain items or the requisition may have to be returned to the departmental user to be changed. The requisition may be returned to the user just to make the change, or the requisition may be returned to the user to make the changes and force it through the approvals and pre-encumbrance again. The status codes to return the requisition to the user are 220 - 226, typically status code 223 is used.

To provide the user with information regarding the change, it is suggested that notes be recorded using the RNTE transaction. To create requisition notes, key RNTE in the Function Line and press ENTER. Key GET in the Function Line and the requisition number and press ENTER. If text exists, it will be displayed, if not a screen ready for text to be entered will be displayed. Key CHANGE in the Function Line, TAB to the text area and key the desired text in the text area. Its a good practice to key the date and your name before keying the note. When all text has been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED".

8.6.4 PRICE SHEET STYLES

The buyer has the option to identify either of two basic price sheet styles: vertical (traditional) and horizontal. Within each the buyer may have alternative headings for the price sheet. For example, if the pricing on a purchase is to be discount off catalog, the heading on the price sheet can be changed to ask for Percent Discount. If the pricing is firm pricing, the header may be changed to read Unit Price. In addition, the horizontal price sheet offers five columns to ask for other data such as dissolution factors, etc. The price sheet may vary by line on the requisition. The default values will be the vertical price sheet asking for unit price. The price sheet style values may be 1 or 2 for vertical or 3 or 4 for horizontal.

To set the price sheet style for a given line, if the supervisor is not viewing the RLI3 transaction, key RLI3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the price sheet style field and key the desired price sheet style. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

8.6.5 RELATIVE VALUE BID GRADE

Relative value bid grade is used to help rank bids in a fashion to minimize the amount of under bidding on some items and over bidding on others. The vendors will be notified on the solicitation that a line is subject to relative value bid grade calculations. The bid tabulation will consider the relative value bid grade during the ranking process for a group of lines.

To set the relative value bid grade, if the supervisor is not viewing the RLI3 transaction, key RLI3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the relative value bid grade field and key the desired relative value bid grade. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

8.6.6 GROUPING

TOPS allows the buyer to group requisition lines together for purposes of ranking the bidding vendors for award. This procedure is used frequently in an "all or none" award basis. Grouped items must be contiguous, that is they must be together. Lines 1 and 6 cannot be grouped without including lines 2, 3, 4, and 5 in the group. All lines on a requisition may be grouped into one group for an all or none award of all lines. Lines may not be grouped across requisitions. The grouping indicator may be any two character alpha numeric combination. Every line in the group must have the same grouping indicator.

To group lines, if the supervisor is not viewing the RLI2 transaction, key RLI2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the grouping indicator field and key the desired grouping indicator. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Repeat the above step for every line that is to be a part of the group.

8.6.7 BID TABULATION TYPE

TOPS offers the buyer the ability to rank bids in several different ways. The traditional way is to rank bids low to high using unit price (code "L"). TOPS also offers the ability to rank bids low to high considering prompt payment discount (code "D"), high to low using unit price (code "H"), high to low using percent off catalog price (code "P") and present the bids without ranking (code "N").

To set the bid tabulation type, if the supervisor is not viewing the RLI3 transaction, key RLI3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the bid tabulation type field and key the desired bid tabulation type. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

8.6.8 MAINTAINING APPROVALS

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition, approvals may have been manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

8.6.9 REQUISITION DISAPPROVAL

There are many reasons why a requisition might be disapproved. In some cases a simple change or correction is all that is needed to make the requisition approvable. When a PAPV sequence is disapproved, the requisition status code will set to 112. The person who entered the requisition may then inquire on the disapproved PAPV to see why the document was disapproved. If the disapproval reason is something that can be changed or corrected, the user may make the necessary changes, then change the status code on RQS4 to 109. This will automatically reset the disapproved PAPV sequence back to W (waiting) and allow the approver to reconsider approving the document. This process may be repeated as many times as necessary.

8.7 ON-LINE PRINT OF REQUISITIONS

The user may print a requisition at the departmental level if the status code is less than 200 and at the central purchasing level if the status code is 200 or above. To print a requisition at the departmental level (RQS4), the user should change the status code of the requisition to 140. To print a requisition at the central purchasing level (RQS2), the user should change the status code of the requisition to 210. Once the requisition has printed, the status code on the requisition will return to its prior status and the message "DOCUMENT SUBMITTED FOR PRINT" will be displayed. Printer routing information is required in the Agency (AGCY) record of the requisitioning agency to print at the departmental level. If a requisition is in central purchasing, printer routing information is required in the Agency Buyer (ABUY) record of the assigned buyer, or in the Agency (AGCY) record for central purchasing if a buyer has not been assigned.

8.8 OTHER PROCESSING

TOPS offers other screens which are primarily for INQUIRY. The screens are helpful to all levels of management. They are listed below with a brief explanation of each:

REQUISITION BY AGENCY AND BUYER CODE (RABC)

Provides the user with the ability to INQUIRE the Requisition database by purchasing agency and buyer code. The screen will display a list of requisitions for that buyer.

REQUISITIONS BY AGENCY NUMBER (RANO)

Provides the user with the ability to INQUIRE the Requisition database by requisitioning agency number. The screen will display a list of requisitions for that requisitioning agency number.

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REQUISITION BY AGENCY REQUISITION NUMBER (RARN)

Provides the user with the ability to INQUIRE the Requisition database by agency requisition number. The screen will display a list of requisitions for that agency requisition number.

REQUISITION BY AGENCY, BUYER AND STATUS CODE (RBST)

Provides the user with the ability to INQUIRE the Requisition database by purchasing agency, buyer code and status code. The screen will display a list of requisitions for that buyer and at the status code requested.

REQUISITION BY COMMODITY CODE (RCOM)

Provides the user with the ability to INQUIRE the Requisition database by commodity code. The screen will display a list of requisitions and line numbers for that commodity code.

REQUISITION BY ITEM NUMBER (RITM)

Provides the user with the ability to INQUIRE the Requisition database by item number. The screen will display a list of requisitions and line numbers for that item number.

REQUISITION LINE (RLIN)

Provides the user with the ability to INQUIRE the Requisition database for basic information about all lines on the requisition.

REQUISITION BY STATUS CODE (RSTA)

Provides the user with the ability to INQUIRE the Requisition database by requisition status code. The screen will display a list of requisitions for that status code regardless of buyer.

REQUISITION BY TITLE (RTLE)

Provides the user with the ability to INQUIRE the Requisition database by the first line of the requisition title. The screen will display a list of requisitions that have a title line to match that title.

REQUISITION BIDDING VENDORS (RVEN)

Provides the user with the ability to INQUIRE the Requisition database by solicitation number, solicitation line and bidding vendor. The screen will display pertinent information for all vendors bidding that line.

8.9 REPORTS

TOPS provides the user with reports and letters relative to the Vendor Database. The system reports are fairly comprehensive and designed to cover every basic

requirement. Should a special situation arise, TOPS lends itself to ad hoc report generation. A list of some system reports and letters are:

PROPOSED AWARD REPORT FOR SOLICITATION NUMBER (BR0A)

BID ABSTRACT (BR1A)

REQUISITIONS BY AGENCY (BR2A)

BUYER ACTIVITY REPORT FOR 99/99/99 - 99/99/99 (BR3A)

BUYER WORKLOAD REPORT (BR4A)

REQUISITIONS SENT TO ARCHIVES (BR6A)

ACCOUNTING INTERFACE - ENCUMBRANCES TO ACCOUNTING AS OF
99/99/99 (BR7C)

ACCOUNTING INTERFACE - ENCUMBRANCES FROM ACCOUNTING AS OF
99/99/99 (BR7D)

END OF PERIOD REPORT (BR8Z)

REQUISITION AGING REPORT BY PURCHASING AGENCY (BR10A)

8.10 ADVANCE PROCESSING NEXT FISCAL YEAR REQUISITIONS

8.10.1 OVERVIEW

TOPS provides for the processing of certain next fiscal year funded requisitions during the current fiscal year. It allows entry of the requisitions and processing of related solicitations up to the point of award. The buyer then finalizes the award at the beginning of the new fiscal year.

8.10.2 THE ADVANCE REQUISITION PROCESS

Requisitions with the following Document Types can be entered into TOPS and processed prior to the fiscal year during which they are to be pre-encumbered or for contract initiation requirements, encumbered.

A. P1, P1E, P1L, and P5E;

B. Those P1A, P1M, LEA, LER, LAM, LRM requisitions where the BINS Table's Encumber Agency Term Contracts indicator equals "Y" and the current date is equal to or greater than the related BINS Table's Effective Date; and,

- C. Those PFS, PGR, PID, PFM, PGM AND PIM requisitions where the BINS Table's Encumber Prof Serv Contracts indicator equals "Y" and the current date is equal to or greater than the BINS Table's related Effective Date.

The successful add of any of the above requisitions with a Fiscal Year equal to the next fiscal year causes the "Next FY Pre-enc Processed" indicator on the RQS4 screen to change to "N". From that point on, the user can process the requisition in the normal manner up to the point of award.

Four processes will occur differently as the advance requisitions are processed:

- A. The user will add the pre-encumbrance (RACG) record in the usual manner. However, there will be no on-line accounting verification edits at the time of add. Instead, these edits will occur during the next fiscal year, when the pre-encumbrance record is sent to STARS.
- B. The pre-encumbrance will not be sent to STARS. Instead, the RACG Status Code will remain at "1", Ready for Accounting for open market and "3", Passed Accounting for contract initiation. Further, the shadow posting process (i.e., setting RQS4 Status Code to "106") is not allowed for these requisitions.
- C. There is no edit for a sufficient Pre-encumbered Amount when the RVE2 Award Flag is set to "Y" or "S". Instead, the edit compares the RQSN Award Amount to the RQSN Estimated Amount. If the Award Amount exceeds the Estimated Amount by more than ten percent (10%), an appropriate error message will be displayed.
- D. Finally, the SDOC Status Code cannot be set to award ("380" or "385"). When attempted, the SDOC Status Code will automatically change to "388", Awaiting Next FY Funds if for an open market requirement. Contract initiation requirements will process to award and edits in KONT will prevent premature encumbrances.

The user can complete the award process upon arrival of the new fiscal year by performing the following tasks for open market requisitions:

- A. Change the requisition Status Code on RQS2 to "220" or "223". This returns the requisition to "160" or "163" status codes so it can be pre-encumbered.
- B. Make any needed fund adjustments on the lines (RLI2 Estimated Amount) and on the accounting distribution

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(RACG Line Amount) so that a sufficient dollar amount will be pre-encumbered.

- C. Change the RQS4 Status Code to "150". This will automatically send the accounting records (RACG's) to STARS for verification and will register the pre-encumbrance. The requisition status will return to the status prior to being returned to the agency "303".
- D. Complete the award process in the normal manner, i.e., set the SDOC Status Code to award at "380" or "385".

The user can complete the award process upon arrival of the new fiscal year by performing the following tasks for contract awards:

- A. Change the contract Status Code on KONT to "542". This Master posts the KACG records associated with this contract. If errors occur or accounting edits are not passed for KACG, make needed corrections and repeat this process.
- B. Once step A. (above) is complete, the contract is ready for print. Change the KONT status code to 535 to print the contract notice of award KNOA. The Contract will print overnight when the KONT status code is changed to 545.

8.11 SPECIFICATIONS (RTXT - RTXL)

TOPS provides the capability to attach or link up text from the Text database to a requisition, to determine the sequence the text will print on the requisition and the solicitation document and if necessary, to modify the text for a requisition. Text may be attached to a requisition "as is" from the text database or modified for a particular requisition. The user also may create text for a requisition which does not exist in the text database. Whether the text is left "as is", modified, or created new, it will not affect the text database and will print on the requisition and the solicitation as specifications.

Before attaching any text to the requisition, it would be reasonable to select all text references, determine the sequence the text is to be printed and then attach them to the requisition. This process may save several printings of the requisition.

The user may inquire on the TTCD screen for the class and sub-class of the commodity they are purchasing to see if any specifications are currently in the text database. If a specification is found, it may be viewed by going to the TXLN screen and doing a "GET" on the text reference number

from the text database, they can copy this number down and attach that specification by means of the RTXT screen. The user may then modify the specification to suit their requisition on the RTXL screen. If a text reference number is not found for the specified class and sub-class, the user may use the class, sub-class and the next available alpha digit to create their own text reference number. Please note that when a user-created text reference number is entered on the RTXT, the user will get a warning which simply means that they have selected a text reference number that is not in the text database.

8.11.1 GENERAL SPECIFICATIONS (RTXT)

To add a general specification to the requisition, if the user is not currently viewing the RTXT transaction, key RTXT in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

REQUISITION NUMBER: Key the desired requisition number.

TEXT SEQUENCE: Key the sequence the text is to print on the solicitation document.

TEXT REFERENCE: Key the text reference number from the text database or a unique text reference if new text is desired.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The text sequence number and the text reference number serve as keys therefore they cannot be changed. If the user wishes to change them, they must be deleted and added as another key.

Any text reference included on the COM2 Table as relating to a specific commodity code will be automatically printed by TOPS as a general specification.

8.12 COPY OR MODIFY TEXT (RTXL)

General specifications may be copied from an existing requisition or modified for a particular requisition without affecting the master record in the TEXT database. If a permanent change to the text is warranted, see Section

30, Text Processing for instructions on updating text in the Text database.

To copy a specification from one requisition to another the user must attach a sequence number and text reference number to the new requisition number by means of the RTXT screen. Then on the RTXL screen do a GET on the new requisition, sequence and text reference number, key a "Y" in the copy text field and key the old requisition, sequence and text reference number and ENTER. The system will pull the text from the old requisition number and display it on the RTXL screen. The user may then modify this text to suit the new requisition or simply leave it as it is.

It is a good idea to keep a log of your specifications by the requisition, sequence and text reference numbers for the purpose of copying the text in the future.

8.13 PRODUCT COMPARISON CHART (CPRF - CPCM)

Product Comparison Charts are located in the CPRF - comparison chart header and CPCM - comparison chart text screens. Each product comparison chart is identified by the eleven digit commodity code and a unique file number since numerous comparisons can be made between different brands and types of the same commodity. Once the commodity code the user is looking for has been determined, If the user is not currently viewing the CPRF screen, key CPRF in the Function Line and press ENTER. Key INQUIRE in the Function Line TAB to the commodity code field and Key the desired commodity code, TAB to the file number field and space out the entire file number with the spacebar and press ENTER. If no comparison chart file exists for the commodity requested the next commodity code in numerical order will appear in the commodity code field. The user must then either chose another method of providing specifications or write their own product comparison chart. See section 8.10 for detailed discussion of writing specifications if you chose not to write your product comparison chart.

If a comparison chart file does exist for the requested commodity it will appear with its own unique file number. The user may read the two makes and models being compared in this file. If the cursor is in the Function Line field and the Function Line field is blank, the user may press ENTER to "scroll" to the next file. Numerous files may exist in the database for one commodity. To view the actual comparison chart text Key CPCM in the Function Line and press ENTER. Key GET in the Function Line and the commodity code and file number in those fields if not already there and press ENTER. The details of the comparison chart will appear. The user may key GET in the function and TAB to the

SCROLL ACTION field and Key a D (down) and press ENTER to get the next screen of text if applicable. This process may be repeated for all files under the commodity code is desired.

8.13.1 ATTACHING A PRODUCT COMPARISON TO A REQUISITION (RPRF-RPCM)

TOPS provides the capability for the requisitioner to attach product comparison charts to the requisition. These charts will print on the requisition and solicitation and provide the vendor an area to respond with the characteristics of the items bid.

If the user is not currently viewing the RPRF transaction, key RPRF in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

REQUISITION NUMBER: Key the desired requisition number.

COMMODITY CODE: Key the desired commodity code.

FILE: Key the desired product comparison chart file number.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 UPDATE SCREEN PROCESSED" at the bottom of the screen and place CHANGE in the Function Line.

*** NOTE: To modify or copy a product comparison chart for a requisition, see Section 30, Text Processing for a discussion of modifying and copying product comparison chart text.

8.13.2 CREATING YOUR OWN PRODUCT COMPARISON CHART

To create your own product comparison chart you should follow the steps outlined above except that you will make up your own file number. Try to number your files in some type of logical sequence. When keying a title for your chart in the Title field, you should key your name in the Written By field and the two makes and models you are going to be comparing. When all fields have been entered correctly press ENTER. After you have completed the RPRF screen and received "transaction successful" you are ready to complete the comparison chart.

Key RPCM in the Function Line and press ENTER. Key GET in the Function Line and your requisition number, commodity

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code and file number in their respective fields and press ENTER. Key CHANGE in the Function Line and TAB to the first text line and key your first Significant Feature, Acceptable Minimum and whether each make and model meet or exceed the acceptable minimum. This is done for each significant feature. To skip a line simply space out the dot on the text line you wish to skip. Once you have keyed all your text or if the screen has no more text lines available, press ENTER. If more space is needed Key GET in the Function Line, TAB to the Scroll Action and key a D and press ENTER. This will bring your bottom text line up to the top of the screen and provide more text lines in which to key. Key CHANGE in the Function Line, TAB to the text area and continue keying your text. Continue this process until all text has been entered. The product comparison chart is now attached to your requisition.

8.14 REQUISITION COPY PROCESS

8.14.1 OVERVIEW

TOPS provides for the copying of existing requisitions to enhance processing of repetitive requirements. This process eliminates the need for re-keying of a requisition, its associated RLIN records and related RACG records (if applicable). This process will function on all allowable document types as long as the requisition is not at status code 196 - 199 or 296 - 299. Additionally, all associated records, i.e., RLIN and RACG must also pass all required edits for processing.

8.14.2 COPY PROCESSING

If the user is not viewing the RCPY transaction, key RCPY in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the Requisition Number field and press ENTER. When the desired Requisition Number is displayed, key CHANGE in the Function Line and press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. If errors do not exist, TOPS will update the database(s) and display "SC08 TRANSACTION SUCCESSFUL" at the bottom of the screen and place CHANGE in the Function Line.

The new requisition number will be displayed in the new requisition number field at the bottom of the RCPY screen.

The new requisition header record will be built at status code '105' - READY FOR FURTHER PROCESSING as well as the RLIN records and the RACG will be at status code. The old requisition number, from which the new requisition was built, will be displayed in the RQS5 screen in the old requisition number field.

8.14.3 EDITS

The requisition copy process edits each record associated with a requisition prior to completing the copy process.

The requisition header is edited for valid agency numbers, DPA number, status not = 196 - 199/296 - 299, etc.

Then each RLIN record is edited for status not equal 105, 243, or 244, inactive commodity, delivery agency, etc. If the requisition document type is 'PIR', appropriate edits are processed against contract, contract line, delivery agency, ordering status, etc.

Then each RACG, if required, is edited for status of 1, 2, or 3, for passing of required STARS edits and KACG validation, etc.

If all edits are passed, the requisition header with RLIN and RACG (if applicable) is created. HDET and HIST are then updated to reflect the new requisition and its current status. An error encountered in any step of this process will prevent the requisition from being copied.

SOLICITATION PROCESSING

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SECTION 9

SOLICITATION PROCESSING

9.1 INTRODUCTION

The solicitation process is used to create vendor bid lists, send solicitations to vendors and request bids from vendors. The solicitation process is designed to process all types of solicitation documents from telephone quotations to sophisticated services solicitations.

9.2 PROCESSING OVERVIEW

This process begins with the buyer creating a new solicitation, adding characteristics to the solicitation, attaching a requisition to the solicitation, creating a bid list and preparing the solicitation to be printed.

When the solicitation is created from scratch, the solicitation does not have complete information to continue processing. The remainder of the information is made available when a requisition is attached to the solicitation. When that occurs, the solicitation assumes the character of the requisition. Any subsequent requisitions attached to the solicitation must have similar characteristics to the first requisition attached.

There are a number of optional data elements which may be set by the buyer. For example, bid bond required, performance bond required, geographic bid codes, set aside criteria, cooperative procurement indicator, prebid mailing required, mailing labels required, etc. Each of these will be discussed below.

Conferences may be set up for the solicitation. Up to three conferences may be established. Certifications may be required by the solicitation. Up to five certifications may be requested as a part of the solicitation. Price sheet styles may be created for the solicitation. Vertical and horizontal price sheets may be created and column headers changed for each.

The solicitation may be scheduled using the automatic scheduling capability of TOPS or a manual schedule may be created. In either case, at least the bid opening date and time must be entered prior to attempting to issue the final solicitation.

Vendors will be automatically retrieved from the Commodity database when a draft or final solicitation is printed. The vendors retrieved will be controlled by the set aside

criteria entered by the buyer. Vendors recommended by the user and entered on the RQS6 screen will be automatically included. Vendors may be manually added to the bid list. These vendors need not be registered as a supplier of the commodity or service.

By setting the proper status code, the buyer may print multiple draft solicitations and one final solicitation. Along with the drafts and final solicitations, the buyer will receive a printed bid list of all vendors on the bid list for that solicitation.

For a document flow of the solicitation process, see Section 32, Document Flows.

9.3 PROCESSING DETAIL

Following are the details of the processes to create a solicitation, attach requisitions and add characteristics to the solicitation for printing.

9.4 CREATING A SOLICITATION

Please note that usually a solicitation is created automatically and attached to a requisition automatically by setting the RQS2 status code to 265 after certain fields on RQS2/3 have been completed. See Section 8.5.

To manually create a solicitation, if the user is not currently viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key NEXT in the solicitation number field.

TITLE LINE 1: Key title of solicitation

PURCHASING AGENCY: Key purchasing agency number.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The solicitation record will be created with the next sequence number assigned by TOPS. The document type will show "UNK", - Unknown, the solicitation code will show "U"

- Unknown and the award code will show "U" - Unknown. When the first requisition is attached, these data elements will be changed to the values from the requisition.

9.5 MANUALLY ATTACHING A REQUISITION TO A SOLICITATION

To attach a requisition to a solicitation the SDOC status code must be set to 303 and the RQS2 status code set to 203. If the user is not currently viewing the SRQN transaction, key SRQN in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key the solicitation number to which the requisition is to be attached.

SEQUENCE NUMBER: This is the sequence you wish the requisitions to print on the solicitation. Always use "001" for the first requisition.

REQUISITION NUMBER: Key the requisition number to be attached to the solicitation.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Multiple requisitions may be attached to one solicitation. If more than one requisition is to be attached to the same solicitation, repeat the above step for each requisition.

9.6 ADD CHARACTERISTICS

TOPS provides the flexibility for the buyer to tailor the solicitation to the specific purchase being processed. To do this, certain data elements must be set on the solicitation. Following is a discussion of these data elements.

9.6.1 SET ASIDE, BID TAB TYPE & PRICE SHEET STYLE

If the set aside, bid tabulation type or price sheet style needs to be changed, the buyer may make these changes using the SDOC transaction.

To make these changes, if the user is not viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the set aside code field, bid tabulation type field and the price sheet style field and key the desired codes. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SD08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Please note that the Price Sheet Style, Bid Tabulation Type and Bid Evaluation Type, if entered on RLI3 for each line item, will override what is entered in these fields on SDOC.

9.6.2 GEOGRAPHIC BID CODE

If a geographic bid code other than ALL is desired, the buyer may set the geographic bid code using the SDO2 in the Function Line and press ENTER. Geographic bid codes can be found in the GC Table of BTAB. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the geographic bid code and key the desired geographic bid code and press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.6.3 BID BONDS

If a user attaches a Text reference number on the STXT screen that indicates a bid bond is required and is loaded in BTAB under the 'TW' table, the bid bond required indicator will automatically be set to 'Y'. This will also build a pre-award approval for the Purchasing Division employee responsible for verifying that a bid bond was received. The user must key either a bid bond percent or amount on SDO2 screen manually before the final solicitation can be printed.

BID BOND PCT: Key percent if appropriate. Percent or amount must be entered; both cannot.

BID BOND AMT: Bid bond amount must be entered if a percent is not used, but not both.

NUMBER DAYS REQUIRED: Key the number of days after award before the Bid bond is required. Both number of days and date cannot be entered.

When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.6.4 PERFORMANCE BONDS

If a user attaches a Text reference number on the STXT screen that indicates a performance bond is required and is loaded in BTAB under the 'TW' table, the performance bond required indicator will automatically be set to 'Y'. This will also build a pre-award approval for the Purchasing Division employee responsible for verifying that a performance bond was received. The user must key either a performance bond percent or amount, days required or date required on SD02 screen manually.

PERFORMANCE BOND PCT: Key percent if appropriate. Percent or amount must be entered; both cannot.

PERFORMANCE BOND AMT: Performance bond amount must be entered if a percent is not used, but not both.

NUMBER DAYS REQUIRED: Key the number of days after award before the performance bond is required. Both number of days and date cannot be entered.

DATE REQUIRED: Key the date the performance bond is required. Both date and number of days cannot be entered.

When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.6.5 PRE-BID MAILING

TOPS provides the capability to prepare solicitation vendor records as active or inactive. The purpose of this is to minimize the number of key strokes in the bid recording process. If the buyer expects that over 50% of the vendors on a pre-bid mailing will respond, the solicitation vendor

records should be created as active. In that case, only the non-respondents must be inactivated when the pre-bid mailing is returned. If the buyer expects that less than 50% of the vendors will respond, the solicitation vendor records should be created as inactive. In that case, only the respondents must be activated when the pre-bid mailing is returned.

9.6.5.1 ACTIVE

To set the pre-bid indicator to active, if the user is not viewing the SDO2 transaction, key SDO2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the pre-bid indicator field and key "A". When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. TOPS defaults the Pre-Bid indicator to an "A" on SDO2.

9.6.5.2 INACTIVE

To set the pre-bid indicator to inactive, if the user is not viewing the SDO2 transaction, key SDO2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the pre-bid indicator field and key "I". When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.7 SCHEDULE

At this point, the supervisor may schedule the solicitation. When scheduling a solicitation, three major events occur. First, the document type and nature of purchase are used to retrieve the procurement lead-time table (BSTD) for that combination, for example, invitation for bid and complex commodity purchase. The document type and nature of purchase result from the characteristics of the requisition and what is being purchased. Second, the procurement lead times in the BSTD Table are accepted or

decreased by the priority. Priority 3 is routine. Priority 2 decreases the procurement lead times by 25%. Priority 1 decreases the procurement lead times by 50%. Priority is an expression of the urgency of need. Third, the degree of difficulty is used to express all other characteristics associated with the requisition, such as the other workload of the buyer, the capabilities of the buyer, the buyer's work schedule, etc. A degree of difficulty of 1.0 is routine and the schedule is not affected. A degree of difficulty of 1.2 adds 20% to the procurement lead times. A degree of difficulty of .7 reduces the procurement lead times by 30%. Using these three parameters, TOPS will generate a schedule. The scheduled dates will be checked against the Holiday Table (BHOL); if a scheduled date is in the BHOL Table, TOPS will increment the date by one and check the BHOL Table again. This will continue until the schedule date is not in the BHOL Table.

In conjunction with the buyer, the supervisor should set these parameters to accurately express the circumstances of the solicitation and its processing. A solicitation may be scheduled many times while in the scheduling mode. Once the status code is changed to indicate other processing, the schedule is "frozen" and it may never be rescheduled. Individual revised schedule dates may be keyed to change the schedule, but the original schedule will always remain intact.

To schedule a solicitation, if the user is not viewing the SD03 transaction, key SD03 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 330, TAB to the nature of purchase, priority and degree of difficulty fields and key the appropriate values. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the schedule is acceptable, proceed else repeat the above step and change the nature of purchase, priority and degree of difficulty to change the schedule.

9.8 CONFERENCES

TOPS provides the ability to set up three conferences on a solicitation such as pre-bid conference, site visit and post-award conference. The schedule and locations for these conferences are keyed into TOPS and will print on the solicitation.

To set up a conference, if the user is not viewing the SD04 transaction, key SD04 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

CONFERENCE 1 CODE: Key the desired conference code from the BTAB Table TC.

CONFERENCE 1 DATE: Key the date of conference.

CONFERENCE 1 TIME: Key time of conference.

CONFERENCE 1 ADDRESS LINE 1: Key location of conference.

CONFERENCE 1 ADDRESS LINE 2: Key location of conference.

CONFERENCE 1 ADDRESS LINE 3: Key location of conference.

CONFERENCE 1 ADDRESS LINE 4: Key location of conference.

Repeat for second and subsequent conferences. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.9 CERTIFICATES

TOPS provides the ability to request up to five certificates on a solicitation such as insurance, food inspection, original equipment, etc. Some of the certificates have effective periods while others have dollar amounts associated with them. The types of certificates are found in the TR Table of BTAB.

To request a certificate, if the user is not viewing the SD05 transaction, key SD05 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

CERTIFICATE 1 TYPE: Key desired certificate code from the BTAB Table TR.

CERTIF 1 AMOUNT: Key amount of certificate.

CERTIF 1 DUE DATE: Key certificate due date.

CERTIF 1 FROM DATE: Key date the certificate should be good from.

CERTIF 1 TO DATE: Key date the certificate should be good until.

Repeat for second and subsequent certificates. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.10 PRICE SHEET STYLES

TOPS provides the capability to select up to four price sheet styles - two vertical and two horizontal. The prices sheet style may be set on the solicitation header record and on the detail line record. Each line on a solicitation may have one of the price sheet styles. If a line does not have a price sheet style, TOPS defaults to the price sheet style on the solicitation header.

To key what you want printed in the header on your price sheet(s), if the user is not viewing the SD06 transaction, key SD06 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the column fields for each type and key the desired column header. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To select the price sheet style on the solicitation line, if the user is not viewing the RLI3 transaction, key RLI3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number and requisition line number and press ENTER. Key CHANGE in the Function Line, TAB to the price sheet style and key a TYPE

1 - 4. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.11 BID TABULATION TYPE

To select the bid tabulation type on the solicitation line, if the user is not viewing the RLI3 transaction, key RLI3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number and requisition line number and press ENTER. Key CHANGE in the Function Line, TAB to the bid tabulation type field and key the desired bid tabulation type. Bid Tabulation Types may be found in the TB Table of BTAB. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

9.12 ATTACH TEXT

TOPS provides the capability to attach or link up text from the Text database to a solicitation, to determine the sequence the text will print on the solicitation document and if necessary, to modify the text for a solicitation. The modifications do not update the Text database. There are two basic types of text the buyer would attach to a solicitation: terms and conditions and general specifications. Text is attached to the solicitation by using the text reference number from the Text database. This six position field is the key to the Text database and contains an alpha character in the first position for terms and conditions. A number in the first position designates a general specification.

Terms and conditions describe the legal environment of the solicitation. General specifications are used to describe the product or service at the class and sub-class level. Remember, any text references attached to a commodity on the COM2 screen will automatically print as a specification on the solicitation. Item descriptions are carried in the commodity database as well.

Before attaching any text to the solicitation, it would be reasonable to select all text references, determine the sequence the text is to be printed and then attach them to the solicitation. This process may save several printings of the draft solicitation.

9.12.1 TERMS AND CONDITIONS

To add a term and condition to the solicitation, if the user is not currently viewing the STXT transaction, key STXT in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

TEXT SEQUENCE: Key the sequence the text is to print on the solicitation document. The sequence number must begin with a zero (0).

TEXT REFERENCE: Key the text reference number of the text to be printed.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The text sequence number and the text reference number serve as keys therefore, they cannot be changed. If the user wishes to change them, they must be deleted and added as another key.

9.12.2 GENERAL SPECIFICATIONS

To add a general specification to the solicitation, if the user is not currently viewing the STXT transaction, key STXT in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

TEXT SEQUENCE: Key the sequence the text is to print on the solicitation document. The sequence number should begin with a number greater than zero (0).

TEXT REFERENCE: Key the text reference number of the text to be printed.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data

and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The text sequence number and the text reference number serve as keys therefore they cannot be changed. If the user wishes to change them, they must be deleted and added as another key.

Any text reference included on the COM2 screen as relating to a specific commodity code will be automatically printed by TOPS as a general specification.

9.13 MODIFY TEXT

Terms and conditions and general specifications may be modified for a particular solicitation without affecting the master record in the Text database. If a permanent change to the text is warranted, see Section 30, Text Processing for instructions on updating text in the Text database.

To modify text for a solicitation, see Section 30, Text Processing for a discussion of modifying text.

9.14 ATTACHMENT TEXT

TOPS provides the capability for the buyer to enter text of any nature and have it print on the solicitation. This text may be informational in nature or legally binding.

To add attachment text to a solicitation, see Section 30, Text Processing for a discussion of adding attachment text.

9.15 PRODUCT COMPARISON CHART

TOPS provides the capability for the buyer to attach product comparison charts to the solicitation. These charts will print on the solicitation and provide the vendor an area to respond with the characteristics of the items bid.

If the user is not currently viewing the SPRF transaction, key SPRF in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

COMMODITY CODE: Key the desired commodity code.

FILE: Key the desired product comparison chart file number.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To modify a product comparison chart for a solicitation, see Section 30, Text Processing for a discussion of modifying product comparison chart text.

9.16 ON-LINE PRINT OF SOLICITATIONS

The user may print solicitations and solicitation amendments, in draft or final form, on-line rather than over-night. This is done by changing the status code on the Solicitation Header Table or the Solicitation Amendment Table. To print the above documents on-line the appropriate status codes are:

SOLICITATION DRAFT: 340/SDOC

SOLICITATION RANDOM DRAFT: 341/SDOC

SOLICITATION RANDOM FINAL: 344/SDOC

SOLICITATION FINAL: 345/SDOC

SOLICITATION AMENDMENT DRAFT: 340/SAMD

SOLICITATION AMENDMENT FINAL: 345/SAMD

The document will print and update as though it had been printed over-night. The only restrictions are that the solicitation must be attached to a requisition and must not have more than twenty (20) Solicitation Vendor records (SVEN). Printer routing information is required in the Purchasing Agency record (AGCY) or in the Agency Buyer record (ABUY).

9.17 OTHER PROCESSING

SOLICITATION BY BID OPENING DATE (SBOS)

Provides the user with the ability to INQUIRE the Solicitation database by bid opening date. The screen will display a list of solicitations for that bid opening date.

SOLICITATION BY PURCHASING AGENCY, BUYER AND STATUS CODE
(SBST)

Provides the user with the ability to INQUIRE the Solicitation database by buyer and status code. The screen will display a list of solicitations for that buyer and status code.

SOLICITATION LINE NUMBER (SLIN)

Provides the user with the ability to INQUIRE the Solicitation database by line number of the items on solicitation.

SOLICITATION BY STATUS CODE (SSTA)

Provides the user with the ability to INQUIRE the Solicitation database by solicitation status code. The screen will display a list of solicitations for that status code.

SOLICITATION BY TITLE (STLE)

Provides the user with the ability to INQUIRE the Solicitation database by the first title line. The screen will display a list of solicitations whose first title line matches that title line.

SOLICITATION BIDDING VENDORS (SVEN)

Provides the user with the ability to INQUIRE the Solicitation database for all bidding vendors on a solicitation. The screen will display pertinent information about all vendors on the bid list.

9.18 REPORTS

DRAFT BID LIST FOR SOLICITATION NUMBER XXXXXXXX (BS0A)

FINAL BID LIST FOR SOLICITATION NUMBER XXXXXXXX (BS0A)

BID OPENING SCHEDULE BY BUYER (BS1A)

PARTIAL AWARD REPORT (BS2A)

SOLICITATION DOCUMENTS - DRAFT AND FINAL (BS4A)

BID TABULATION REPORT (BS5A)

SOLICITATION AMENDMENT - DRAFT AND FINAL (BS6A)

SOLICITATION MAILING LABELS (BS7A)

SOLICITATIONS SENT TO ARCHIVES (BS8A)

SPECIAL INTEREST REPORT (BS9A)

LATE MILESTONE REPORT (BS9B)

PRINT SOLICITATION

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SECTION 10

PRINT SOLICITATION

10.1 INTRODUCTION

A solicitation document may be printed in draft or final form. The draft solicitation is a single copy accompanied by the draft bid list. A final copy is printed for each vendor on the bid list and is accompanied by a final bid list. Solicitation documents may be printed by setting the status code on the solicitation header.

10.2 PROCESSING OVERVIEW

When a buyer has prepared the solicitation record in the desired manner, the next logical step is to print the solicitation in draft form for review. The draft solicitation may be printed by setting the status on the SD0C transaction to 350. At this status code, TOPS will automatically create a bid list based upon the criteria on the solicitation record. The vendors are chosen based upon the commodity classes/sub-classes being purchased, the set aside codes and the geographic bid area codes.

When the buyer has prepared the solicitation in draft and is ready to print the final solicitation, the final solicitation may be printed by entering a bid opening date and time on the SD03 transaction and by setting the status on the SD0C transaction to 360. At this status code, TOPS will automatically create a bid list based upon the criteria on the solicitation record. The vendors are chosen based upon the commodity classes/sub-classes being purchased, the set aside codes and the geographic bid area codes selected. The bid list prepared during the draft printing process may be updated depending upon the status of the vendors and changes in the selection criteria.

TOPS provides the capability to print a draft and final solicitation without creating an automatic bid list. This capability is useful during a single source purchase, when sources are limited or when sources have in some manner been pre-qualified. To print a draft solicitation without automatically creating a bid list, set the status code to 350. To print a final solicitation without automatically creating a bid list, set the status code to 360. For those solicitations which TOPS should not build bid lists, TOPS will bypass and the user must build the bid lists. For example, telephone quotations, proprietary bids, single source bids, second step of multi-step bidding, etc.

In the process of printing a solicitation (draft or final), TOPS automatically numbers all the solicitation lines. If multiple requisitions are attached to the solicitation, TOPS numbers all lines consecutively beginning at 1 therefore, the solicitation line numbers for the second and subsequent requisitions will differ from the requisition line numbers. From this point forward, all TOPS references will be to the solicitation line numbers and not the requisition line number.

For a document flow of the print solicitation process, see Section 32, Document Flows.

10.3 PROCESSING DETAIL

Following are the details of the processes to automatically create bid lists, manually create bid lists, print draft solicitations, obtain approvals and print final solicitation.

10.4 PRINTING A DRAFT SOLICITATION

When the buyer is ready to print a draft solicitation, this can be accomplished by setting the status code on the SD0C transaction to 350. The draft solicitation will be printed in only one copy and will be accompanied by the draft bid list.

To print a draft solicitation, if the user is not viewing the SD0C transaction, key SD0C in the Function Line, press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 350. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The buyer should review the draft solicitation and the draft bid list and make any changes to the solicitation as needed. The buyer may print as many draft solicitations as required by resetting the status code to 350.

10.5 PRINTING A FINAL SOLICITATION

When the buyer is ready to print the final solicitation, this can be accomplished by setting the status code on the SD0C transaction to 360. One copy of the final solicitation

will be printed for each vendor on the bid list and will be accompanied by the final bid list.

To print the final solicitation, if the user is not viewing the SD0C transaction, key SD0C in the Function Line, press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 360. When all fields have been entered, press ENTER. If errors exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The buyer should review the final solicitation and the final bid list. The final solicitation may not be reprinted like the draft. However it can be changed and/or reprinted. To make changes, see Section 11, Print Solicitation Amendments. To reprint a final solicitation, the status code must be set to 305 (Rebid/Rework). See this section for a discussion of re-bidding and reworking a solicitation.

10.6 VENDOR SELECTION

TOPS provides a full range of vendor selection capabilities. Vendors will be automatically selected based upon the criteria set on the SD0C transaction for the solicitation.

10.6.1 SYSTEM SELECTED VENDORS

The first criteria used to select vendors is the class and sub-class of the commodities or services being purchased. TOPS uses the classes and sub-classes from the solicitation lines to retrieve the vendors registered as suppliers. The second criteria, TOPS allows the buyer to select a geographic area and restrict the vendor selection to those vendors registered to supply in that geographic area. See Section 2, Basic Database for setting up the bid regions. The third criteria, TOPS retrieves only those vendors who are active as a supplier and active as a vendor. The fourth criteria, TOPS selects only those vendors that meet the set aside criteria, such as small businesses, woman owned, minority, in-state only, etc. The final criteria, TOPS selects vendors based upon the vendor's desire to bid on only central purchases, department purchases or all purchases. TOPS evaluates the purchasing agency type code in the AGCY Table and makes the proper selection of vendors based upon the type code.

TOPS provides the ability to randomly select vendors. The user should change the SD0C status code to 325. At that

point the user may inquire on the SDO7 screen to set a limit on the number of vendors randomly selected and/or specify a region to select from. A random draft solicitation is printed by setting the SDOC status code to 341 or a final random solicitation is printed by changing the SDOC status code to 344.

To set the set aside criteria, if the user is not viewing the SDOC transaction, key SDOC in the Function Line, press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the set aside field and key the desired set aside code. A listing of set aside codes may be found in the SA Table of BTAB. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The set aside criteria may be changed between printing the draft and final solicitations.

To set the geographic bid code, if the user is not viewing the SDO2 transaction, key SDO2 in the Function Line, press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the geo bid code field and key the desired geo bid code. A listing of geographic bid codes may be found in the GC Table of BTAB. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The geographic bidding criteria may be changed between printing the draft and final solicitations. TOPS defaults to a geographic bid code of 'ALL', meaning all qualified vendors for that class and sub-class.

10.6.2 MANUALLY SELECTING VENDORS

There are several reasons why a buyer may want to add vendors to the TOPS generated bid list. This may be done by adding vendors to the solicitation vendor table. If the vendor is properly registered as a supplying vendor and meets the selection criteria established by the solicitation, there is no need to add the vendor manually because TOPS will automatically select the vendor.

A vendor may be added to the bid list after the final solicitation is issued or after the bids are opened. It is important that all vendors not on the original bid list who request a copy of the bid be manually added to the bid list so these vendors will receive any amendments that are issued. For all manually added vendors, the source code on the solicitation vendor record will show that the vendor was manually added and the status will show the step in the solicitation process the vendor was added.

To manually add a vendor to the bid list, if the user is not currently viewing the SVE2 transaction, key SVE2 in the Function Line, press ENTER. Key CLEAR in the Function Line, press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

VENDOR NUMBER: Vendors FEIN or SSN.

STATUS CODE: Key 0 (zero).

MASTER RETURN CODE: Key 00 (zeros).

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. The user must then change the status code and master return code to the proper codes to activate a vendor. Status codes may be found in the BV Table of BTAB. Master return codes may be found in the MR Table of BTAB. This completes the process for adding a vendor to a solicitation.

10.6.3 USER SELECTED VENDOR

The user which created the requisition may have added recommended vendors to the requisition (see RQS6 transaction), these vendors will be automatically added to the bid list by TOPS provided the vendors meet the set aside criteria. If the buyer does not want to solicit these vendors, the buyer may inactivate them using the procedure in paragraph 10.5.

10.7 BY-PASSING SYSTEM GENERATED BID LIST

TOPS provides the capability to print draft and final solicitations without automatically selecting vendors. This

is accomplished through the appropriate solicitation code. Some solicitation codes do not call for a system generated bid list. For example, single source, proprietary purchase, second phase of multi-step.

10.8 INACTIVATING SELECTED VENDORS

There are a number of reasons why a vendor should be inactivated after being added to the bid list. In order to inactivate a vendor, the buyer should change the solicitation vendor status code to 7, 8 or 9. Use 7 before the bids are mailed, 8 after bids are mailed or 9 after bids are opened. An inactivated vendor will not receive solicitation, any amendments and their future bids cannot be recorded in TOPS. Solicitation vendor status codes may be found in the BV Table of BTAB.

To inactivate a vendor, if the user is not viewing the SVE2 transaction, key SVE2 in the Function Line, press ENTER. Key INQUIRE in the Function Line and the desired solicitation number and vendor number in the appropriate field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 7, 8 or 9. If Status Code 7 is used, TAB to Master Return Code and type 00. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

10.9 SOLICITATION LINE NUMBERS

Before the solicitation is printed, TOPS will automatically consecutively renumber the solicitation lines. If multiple requisitions are attached to the solicitation, TOPS numbers all lines consecutively beginning at 1, therefore the solicitation line numbers for the second and subsequent requisitions will differ from the requisition line numbers. From this point forward, all TOPS references will be to the solicitation line numbers and not the requisition line number. The awarded contract or order will reference the solicitation line number and the solicitation line number will be printed on the contract or order.

10.10 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. All approvals must

be approved or cancelled before proceeding. See Section 29, Approval Processing for a detailed description of the approval process.

10.10.1 REBID/REWORK OF SOLICITATION

10.10.1.1 REWORK BEFORE FINAL SOLICITATION HAS PRINTED

If a solicitation has been printed in draft only, reviewed and the buyer determines that the requisition needs to be reworked, the buyer may return the requisition to the agency for more information while leaving it attached to the solicitation or they may unattach the requisition by deleting the SRQN then rework the requisition or send it back to the user.

To delete an SRQN record, inquire on the SRQN screen for the desired solicitation. Key "D" in the function and press ENTER.

To attach the requisition back to the solicitation after rework, the requisition status must be 203. The solicitation status codes must be 303. Type CLEAR in the function in the SRQN and ADD will appear in the function. Tab to the solicitation number field and key the desired number. Tab to the sequence number field and key the desired sequence (001, if only 1 requisition is being attached.) The cursor will move to the requisition number field. Key the desired requisition number and press enter.

Multiple requisitions may be attached to one solicitation. Use the sequence number field to control the sequence in which they print on the solicitation.

10.10.1.2 REWORK AFTER BIDS HAVE BEEN OPENED

To rework a solicitation after the bids have been opened is referred to as "re-bidding". This should be done only after careful consideration is given to not compromising the competitive bidding process.

To rebid a solicitation the buyer must set the solicitation status code to 305, secure readvertisement approvals and start the process over. The buyer may use the same solicitation number or unattach the requisition and attach it to a new solicitation number. In any case, when the rebid is set in motion, approvals are automatically added to the solicitation.

To prepare a solicitation for rebid, if the user is not viewing the SDOC transaction, key SDOC in the Function Line, press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 305 and press ENTER. TOPS

SECTION 10: Print solicitation

will display the message at the bottom of the screen that says approvals are required. Once re-advertisement approvals have been met the SDOC status code will automatically set to 305. The user may then return the requisition for rework.

PRINT SOLICITATION AMENDMENT

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SECTION 11

PRINT SOLICITATION AMENDMENT

11.1 INTRODUCTION

A solicitation amendment may be printed in draft and final form. The draft solicitation amendment is a single copy, but the final is printed for each active vendor on the bid list. Solicitation amendments may be printed by setting the status code on the solicitation amendment table.

11.2 PROCESSING OVERVIEW

When a solicitation needs to be changed, the buyer can prepare a change to the solicitation by creating a record in the Solicitation Amendment Table (SAMD) and by adding text to the Solicitation Amendment Text Table (SATX). The buyer can change any aspect of the solicitation with the amendment including the bid opening date and time. A solicitation may need to be rebid. For information on this process, see Section 9, Solicitation Processing.

When the amendment is printed in final, the revised bid opening date and time for the solicitation are updated automatically to reflect the new date and time.

Solicitation amendments may be printed in draft by setting the amendment status code to 350. Only one copy of the amendment is printed in draft. The buyer should review the draft amendment, make any corrections and reprint the draft if desired.

Solicitation amendments may be printed in final form by setting the amendment status code to 360. A final amendment is printed for each active vendor on the solicitation bid list.

11.3 PROCESSING DETAIL

Following are the details of the process to create a solicitation amendment, print draft amendment, obtain approvals and print final amendment.

11.4 ADDING AN AMENDMENT

The first step in issuing a solicitation amendment is to add an amendment header record in the Solicitation Amendment Table.

To add a solicitation amendment, if the user is not viewing the SAMD transaction, key SAMD in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key the desired solicitation number.

AMENDMENT: Key the next amendment number.

AMENDMENT TYPE CODE: Key the amendment type, codes may be found in the AM Table of BTAB.

STATUS CODE: 300.

LABEL INDICATOR: Y if labels are desired or else N.

The following fields are OPTIONAL for this transaction:

ADVERTISING REQUIRED: Y or N.

REV BID OPEN DATE: Self explanatory.

REV BID OPEN TIME: Self explanatory.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

11.5 AMENDMENT TEXT

TOPS provides the capability for the buyer to enter text of any nature and have it print on the solicitation amendment.

To add text to a solicitation amendment. The SATX screen is used to enter this text. See Section 30, Text Processing for a discussion of adding text.

11.6 VENDORS

All active vendors on the bid list for the basic solicitation will receive a copy of the solicitation amendment. After the final solicitation is issued, any vendors who casually pick up or request a copy of the solicitation will be added to the bid list. These vendors will automatically receive a copy of all amendments.

11.7 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the solicitation amendment can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

RECORD, TABULATE AND AWARD BIDS

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SECTION 12

RECORD, TABULATE AND AWARD BIDS**12.1 INTRODUCTION**

The purpose of this section is to describe the procedures for entering vendor's bids and tabulating those bids. TOPS does not require that bids be tabulated in order to make an award. The tabulation is to assist the buyer in the evaluation process. When the proper status code is set, TOPS will make preliminary awards based upon the information in TOPS.

12.2 PROCESSING OVERVIEW

After the bids are opened (whether formally or informally), the user should determine that all bidders are a part of the bidders list. If a bidder is not on the bidders list, that bidder should be added to the bidders list so the bid can be recorded. Bids cannot be recorded if a vendor is not in the TOPS Vendor database and included as a bidder on the solicitation. To add the vendor to the bid list, see Section 10.6.2, for instructions on how to manually add vendors.

Vendor bid information that pertains to the entire solicitation such as discount terms, FOB point and delivery date is referred to as vendor-level information. Information that pertains to the individual lines on the solicitation such as unit price, brand name and model number is referred to as line-level information.

The vendor-level information and the master bid return code are recorded on the SVE2 screen. The master bid return code characterizes the condition of the bid as acceptable, errors exist, exceptions to bid, etc. The master bid return code is also used to determine if the vendor actually bid and update the Commodity and Vendor databases to show that the vendor bid.

The line-level information is recorded on the RBID or RVE2 screens for each line bid. The bid return code is set on the line as well. The same bid return codes are used, as in vendor level information, but in this case apply only to each solicitation line. This information will be used to tabulate and rank the bid against all other bids recorded for this solicitation line.

To receive a bid tabulation (tabs), the buyer must set the status code on the solicitation to 375. The tabulation will be printed to assist in the evaluation process. The bid tab

SECTION 12: Record, Tabulate and award Bids

will point out any inconsistency recognized by TOPS such as, bid quantity not equal to solicitation quantity, bid unit of measure not equal to solicitation unit of measure, vendor inactive, unit price times quantity not equal to extended amount, line bid return code not acceptable, etc. Solicitation lines may be grouped to produce alternative rankings. The bid tab will rank the vendors for each item and for the group. The TB table of BTAB is a complete listing of all bid tabulation types.

A bid tab may be requested that includes a preliminary award be made by TOPS. This is done by setting the solicitation status code to 370. The preliminary award is based on information in TOPS and will be made only if all information on the line for the apparent low bidder is acceptable. For example, if a variance exists, the award will not be made. The preliminary award may be accepted by the buyer or it may be overridden. The purpose of the preliminary award is to minimize the number of transactions the buyer must complete.

Once the buyer has evaluated the bids and determined which bidder is to be awarded each line, the award flag on the bidder's bid record for the line must be set. If the award flag is set manually, it must be set to Y. If TOPS performs a preliminary award, it will be set to S (for system set). The S may be changed to Y or N by the buyer.

For a document flow of the record bids and tabulate bids process, see Section 32, Document Flows.

12.3 PROCESSING DETAIL

Following are procedures for recording and tabulating bids for a solicitation.

12.3.1 BID RETURN CODES

12.3.1.1 GENERAL DISCUSSION

Bid return codes are used to describe the condition of the vendor's overall bid and line item bids and how they should be treated. The overall bid (Master Bid Return Code) applies to the entire bid. The line bid (Bid Return Code) applies to each line item being purchased and responded to by the vendor. All bid return codes may be found in the MR Table of BTAB.

12.3.1.2 VENDOR RETURNED RESPONSIVE BID

A responsive bid is one which does not vary from the specifications and terms set out by the State of Tennessee, Purchasing Division in the solicitation document. A bid

SECTION 12: Record, Tabulate and award Bids

return code of 01 - Responsive Bid Received identifies the bid as being acceptable to the State and as such will be considered in the award process. This bid return code can apply to the entire bid or to lines on the bid.

12.3.1.3 VENDOR FAILED TO RESPOND

A bid return code of 03 - Bid Not Returned is used to identify when no responsive bid is received from the vendor. All bid return codes are initialized with this bid return code. If the vendor fails to respond, then nothing has to be done to this record.

12.3.1.4 VENDOR RETURNED RESPONSIVE BID (WITH MINOR EXCEPTIONS)

A responsive bid with minor exceptions is one which does not vary from the specifications and terms set out by the State in the solicitation document but does have some minor irregularity. This set of bid return codes identifies the bid as one that may be accepted by the State or may not. Routinely, the bid would be accepted even with the irregularity. This bid return code can apply to the entire bid or to lines on the bid. Before an award can be made on the line, the bid return code must be set to 01. The range of bid return codes which apply in this area are (10-3Z):

- 10 - Failed to acknowledge Amendment
- 11 - Alternate Bid Received
- 12 - Sample Not Received
- 13 - Literature Not Received
- 14 - Exception to Bid
- 15 - Exception - Other

12.3.1.5 VENDOR RETURNED NON-RESPONSIVE BID

A non-responsive bid is a bid that does not conform to the essential requirements of the solicitation document. In its current state, this bid will not be considered for award.

12.3.1.6 VENDOR RETURNED NO-BID

This set of bid return codes identifies no-bids. The impact of these bid return codes is that the vendor will not be penalized for not responding. The range of bid return codes which apply in this area are:

- 60 - "No Bid" - Keep on Bid List
- 61 - "No Bid" - Remove from Bid List

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62 - "No Bid" - Cannot perform at this time

12.3.1.7 STATE REJECTED VENDOR'S BID

This range of bid return codes is used to identify that the bid was rejected and the reason why it was rejected. This range of bid return codes can be used only as a Master Bid Return Code. If a bid on a line is determined to be unacceptable, that line should be determined to be Non-Responsive. Once a bid has been rejected by the State, that vendor cannot receive an award for that solicitation.

12.3.1.8 VENDOR WITHDREW BID

This range of bid return codes is used to identify the bids that were withdrawn by the vendor. This range of bid return codes can be used only as a Master Bid Return Code. If a bid on a line is determined to be unacceptable, that line should be determined to be Non-Responsive. Once a bid has been withdrawn by the Vendor, that vendor cannot receive an award for that solicitation.

12.3.1.9 DISREGARD THIS BID

A bid return code of 99 - Disregard this Bid is used to code those bids which are not to be considered in any evaluation process. This bid return code would be used to code any vendor's bid which may have been entered in error. The vendor's bid cannot be deleted so this bid return code has the impact of a physical delete of the record. This bid return code may be used on the overall bid or on a line on the bid.

See the MR table of BTAB for a complete list of all Bid return/non-return codes.

12.3.2 RECORDING VENDOR-LEVEL INFORMATION

To assure that the user is about to record bids against the correct solicitation, the user must set the status code on the solicitation to 365. If the user is not viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 365. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

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To record vendor-level information, if the user is not viewing the SVE2 transaction, key SVE2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation and vendor numbers in the solicitation and vendor number fields and press ENTER. Key Change in the Function Line, TAB to the following fields and key the desired information:

STATUS CODE: If 0, set to 1.

COOP PROCUREMENT: Set to Y if bidder agrees to Coop Procurement.

MASTER RETURN CODE: Key the appropriate master bid return code.

DATE BID RETURNED: Key date from time stamp.

TIME BID RETURNED: Key time from time stamp.

BID FOB POINT: Key if other than Destination.

DISCOUNT TERMS: Key discount text, for example 2% 60 days.

DISCOUNT PERCENT: Key numeric percent, .02.

DISCOUNT PERIOD: Key numeric discount period, 60.

NET PERIOD: Key numeric net period, 61.

DELIVERY TERMS: Key delivery terms, for example, 14 days ARO.

DELIVERY DAYS ARO: Key numeric days ARO, 14.

DELIVERY WEEKS ARO: Key weeks if delivery is in weeks. Weeks and days cannot both be entered.

ALT DEL SCHEDULE: Key Y if schedule is not expressed in days ARO or weeks ARO.

BEGIN ORDER PERIOD: If bidder did not take exception to contract begin, key contract begin date, else key bidder's date.

END ORDER PERIOD: If bidder did not take exception to contract end, key contract end date, else key bidder's date.

MINIMUM ORDER AMOUNT: Key bidder's minimum order amount.

BID REFERENCE NO: Key bidder's bid reference number.

BID FIRM DAYS: Key the number of days vendors bid is firm.

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BID FIRM DATE: Key date vendor has stated that the bid is good until.

When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If bid bond or certificates were submitted, record this information using transaction SVE3. If the user is not viewing the SVE3 transaction, key SVE3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation and vendor number in the solicitation and vendor number fields and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and key the desired information:

BID BOND CODE: Key 2 (Required & Received).

BID BOND TYPE: Key appropriate type code. Bond type codes may be found in the BN Table of BTAB.

BOND CO/BANK: Key bond company or bank name.

BID BOND AMOUNT: Key bond amount.

BOND/CHECK NO: Key bond or check number.

BID BOND EXPIRATION: Key bond expiration date.

CONFERENCES ATTEND: For the conferences attended, key Y.

CERTIFICATE RECVD: For the certificates received, key Y.

When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

12.3.3 RECORDING VENDOR-LEVEL TEXT

Solicitation vendor text is information provided by the vendor that should appear on the bid tabulation and on the contract. Such text would be an exception to a term and condition.

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To record solicitation vendor text, if the user is not viewing the SVTX transaction, key SVTX in the Function Line and press ENTER. Key GET in the Function Line and the desired solicitation and vendor number fields and press ENTER. Key CHANGE in the Function Line, TAB to the first text line and key the desired text. When all text has been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

12.3.4 RECORDING LINE-LEVEL INFORMATION**12.3.4.1 RECORDING PRIMARY BIDS**

Line-level information may be recorded one line at a time or up to three lines per transaction. To record or change one line at a time use transaction RVE2. To record multiple lines use transaction RBID.

To record bids one line at a time, if the user is not currently viewing the RVE2 transaction, key RVE2 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

SOLICITATION NUMBER: Key desired solicitation number.

LINE NUMBER: Key beginning line number.

ALT BID CODE: If only one bid, key 00 else 01, 02, etc. An alternate bid to TOPS is a second bid for the same line. The vendor must submit a primary bid before an alternate bid can be recorded. If the vendor changes the specification, that is considered an exception to the bid, not an alternate bid.

VENDOR NUMBER: Key desired vendor number.

BID RETURN CODE: Normally 01, see Section 12.3.1 on bid return codes.

BID QUANTITY FROM: Key bid quantity.

BID UNIT OF MEASURE: Key bid unit of measure.

BID UNIT PRICE: Key bid unit price.

EXTENDED AMOUNT: Key bid extended amount.

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The following fields are OPTIONAL for this transaction:

BID QUANTITY TO: Key bid to quantity.

DISC OFF CATALOG: Key discount off price list.

SAMPLE RECVD: Key Y if sample required and received.

DESC LIT RECVD: Key Y if descriptive literature required and received.

BRAND NAME: Key bid brand name.

MODEL NUMBER: Key bid model number.

DELIVERY DAYS ARO: Key days ARO if different from the whole bid.

WEEKS ARO: Key weeks ARO if different from the whole bid.

TAX AMOUNT: Key tax amount if available.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To record multiple bids per transaction, use transaction RBID. Key the same information as required for RVE2 except you may key it for three lines at a time.

12.3.4.2 RECORDING ALTERNATE BIDS

In order to have an alternate bid in TOPS, the vendor must have submitted a primary bid against the item requested on the solicitation. Any other bids for the same line are considered alternate bids. Alternate bids may be recorded and awarded like any other bids. When recording alternate bids, the bid return code cannot be 01, but it may be changed to 01 after it has been recorded. Alternate bids appear on the bid tabulation like all other bids.

To record alternate bids, use the RVE2 or RBID transaction as discussed above for primary bids. When recording alternate bids, change the alternate bid code to other than 00.

12.3.5 RECORDING LINE-LEVEL TEXT

Occasionally a vendor will write information on a line that is important and should be captured in the bid tab and on any resultant order. To capture this line-level vendor

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text, if the user is not viewing the RVTX transaction, key RVTX in the Function Line and press ENTER. Key GET in the Function Line and the desired solicitation, line and vendor numbers in the solicitation, line and vendor number fields and press ENTER. Key CHANGE in the Function Line, TAB to the first text line and key the desired text. When all text has been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen. There are also two lines of free text on the RBID screen to record a small amount of vendor text below each line.

12.3.6 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition, approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

12.3.7 BID TABULATION

The basic purpose of the bid tabulation is to present the vendor's bids to the buyer in a predetermined fashion. The manner in which these bids are presented is a choice made by the buyer through setting the bid tabulation type codes on either the solicitation or the lines on the solicitation.

12.3.7.1 REQUESTING A BID TABULATION

To request a bid tabulation, if the user is not viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 375. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

12.3.7.2 ON-LINE PRINT OF BID TABULATIONS

The user may print a bid tabulation on-line at any time after bids have returned. To print a bid tabulation on-line set the status code of the desired solicitation to 374 on the SDOC screen.

12.3.7.3 BASIC INFORMATION

The bid tabulation, regardless of the type ranking chosen, consists of four parts: basic solicitation information, ranked bids by line, summary of bids and vendor information. For the routine solicitation the bid tabulation should contain all the information necessary for the buyer to evaluate the bids.

Part 1:

The basic solicitation information contains the salient characteristics of the solicitation itself.

Part 2:

The ranked bids by line shows all the line-level information about each vendor's bid ranked in the fashion chosen by the buyer. If the choice is line grouping, the bidders will be ranked on each line and a second ranking will be produced at the end of the group of all vendors eligible to receive an award of the entire group. A vendor is eligible to receive award of the entire group if the vendor bid on all items in the group.

Part 3:

The bid summary contains statistics on the number of vendors solicited and the number and percent responding, not responding and no-bidding. In addition, a summary of all bids showing the number of all lines bid and the total amount of each bid. For all lines on which a vendor is low bidder, the number and amount of the bid is shown.

Part 4:

The vendor summary contains the vendor-level information from the solicitation and information from the Vendor database which may be useful in the evaluation process.

12.3.7.4 BID TABULATION TYPE

Part 2 of a bid tabulation may be produced using one of five types of rankings: L-Low to High, D-Low to High considering prompt payment discount, H-High to Low, P-High to Low for percent discount and N-No Ranking. The buyer may choose one of these bid tabulation types on the solicitation as a whole and may choose other type rankings for the lines on the solicitation if needed. TOPS defaults to a 'D' bid tabulation type.

To set the bid tabulation type on the solicitation, if the user is not viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the bid tabulation field and key the desired

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bid tabulation type. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

12.3.7.5 GROUPING

Grouping is a method of ranking vendors across several lines on a bid tabulation. Groupings may be modified and the bid tabulation rerun. Groupings may be for any or all lines on the requisition, however, grouping one line to itself does not have any merit. The groupings for the bid tabulation would not normally be changed from the pattern that existed on the solicitation, but they may. A grouping indicator may be any two character code; the grouping can be changed by entering a different grouping indicator. It is suggested that the user adopt a logical pattern, for example, A, B, C, etc. or 1, 2, 3, 4, etc.

To set grouping indicators, if the user is not viewing the RLI2 transaction, key RLI2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition and line number in the requisition and line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the grouping indicator field and key the desired grouping. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

On the bid tabulation when a change in grouping indicator is detected, the bid tabulation will rank the eligible bidders and show the total bid for the grouping.

12.3.7.6 VARIANCES

After recording the bids, there are conditions which may affect bid evaluation that the buyer should be aware. Though this information is presented on the bid tabulation, TOPS "highlights" this information for the buyer by indicating a variance does exist. The variances are shown on the far right of the bid tabulation printout. The variances are coded as follows:

O: There is some other problem with the bid. The buyer must examine the bid to determine the nature of the problem.

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P: The unit price times the quantity does not equal the extended amount.

Q: The quantity bid is not the same as the quantity requested on the solicitation.

S: The vendor has taken exception to some part of the description or specification for this line.

T: This bid is tied with the bid just above it.

U: The unit of measure bid is not the same as the unit of measure requested on the solicitation.

V: Vendor has become inactive since the solicitation was mailed.

When a variance appears on the bid tabulation, especially for the apparent low bidder, the buyer should resolve the situation before attempting an award to that bidder.

12.3.7.7 RELATIVE VALUE BID GRADE

When the State requests bids across many items and the State expects to award all or none for the group, there is a tendency on the part of some vendors to bid low on low volume items and high on high volume items hoping that the net result will be a winning bid. Once the ordering starts, the State will be paying more than it should for the high volume items.

To prevent this, the State uses the relative value bid grade (RVBG) as a multiplier to equalize all items in a group. The RVBG is set during the solicitation preparation phase. See Section 9, Solicitation Processing on how to set the RVBG.

The RVBG is used in the bid tabulation process as a multiplier to equalize all the bids in a group. After the net extended amount is determined, the RVBG is applied to equalize the lines. The lines do not have to be grouped in order for the buyer to use the RVBG. When the RVBG is entered, the bid tabulation will use it as a multiplier.

12.3.7.8 PROMPT PAYMENT DISCOUNTS

Vendors offer prompt payment discounts to the State and these discounts may or may not be considered in the evaluation process. Unless the buyer specifies otherwise, TOPS will automatically consider prompt payment discounts of 30 days or longer in the evaluation process. If a prompt payment was considered on the bid tab, the unit price will be followed by an asterisk. The bid tabulation type chosen by the buyer determines if the prompt payment discount is

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considered. See paragraph 12.3.7.3 for a discussion of bid tabulation types.

12.3.8 PROPOSED AWARD

TOPS provides the ability to set the award flags on the apparent low vendor so that awards will be made to those vendors if the buyer agrees. The purpose of preliminary award process is solely to minimize the number of transactions that the buyer must make.

12.3.8.1 REQUESTING PROPOSED AWARD

The proposed award process is requested in conjunction with requesting a bid tabulation. If the user is not viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 370. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

TOPS will set the award flag to S (for System) on all the apparent low bidders. If the buyer agrees with the manner TOPS has set the awards, the buyer may continue the award process, or else the buyer may manually override TOPS and set the award flags to other vendors. See paragraph 12.3.8.3 for the manual override process.

12.3.8.2 FAVORABLE CONDITIONS

The proposed award process will work only when conditions are favorable, that is, the apparent low bidder may not have any variances. The bid must be "clean" for TOPS to make a proposed award. TOPS will skip all lines where the low bidder has a variance.

12.3.8.3 MANUAL OVERRIDE

If the buyer does not agree with TOPS proposed award process, the buyer may override TOPS. To change an award flag, if the user is not viewing the RVE2 transaction, key RVE2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation, line and vendor numbers in the solicitation, line and vendor number fields and press ENTER. Key CHANGE in the Function Line, TAB to the award flag field and key the desired award flag (Y or N). When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the

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bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

12.3.8.4 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

12.3.9 MANUAL AWARD

If the buyer wishes to make all the awards, the buyer must set the award flag on a vendor record for each line on the solicitation.

12.3.9.1 MASTER BID RETURN CODES

In order to award a line to a vendor, the master bid return code on the SVEN record must be 01 - Acceptable Bid Received. If the master bid return code is any other code, it must be changed to 01 before an award can be made. See Section 12.3.1 for instructions on recording vendor-level information.

12.3.9.2 LINE BID RETURN CODES

Before an award flag can be set for a vendor on a line, the line bid return code must be 01. An award cannot be made to a vendor if the bid is in any manner unacceptable. If the bid was once unacceptable, to make an award, the bid must be declared acceptable and the bid return code changed accordingly.

12.3.9.3 SETTING AWARD FLAG

To set the award flag, if the user is not viewing the RVE2 transaction, key RVE2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation, line and vendor number in the solicitation line and vendor number fields and press ENTER. Key CHANGE in the Function Line, TAB to the award flag field and key Y. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered

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data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

When a single award flag is set, the vendor number is written in the RLIN record and can be seen on the RLI3 transaction.

12.3.9.4 PARTIAL AWARD

TOPS allows some lines to be awarded now and other lines to be awarded at a later time. The buyer would set the award flags on those lines to be awarded now and set the solicitation status code to 380 - Partial Award. Some time later, the other award flags may be set and the solicitation status code set again to 380. This can continue until all lines have been awarded. See this section for a discussion on setting the solicitation status code.

12.3.9.5 MULTIPLE AWARDS

It may be necessary for the buyer to award a single line to more than one vendor. This may result from the way bids are received or may have been contemplated in the solicitation.

To award a line to more than one vendor, set the status code on the line to 243. To set the status code, if the user is not viewing the RLI2 transaction, key RLI2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition and line number in the requisition and line number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 243. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

At this point, using the procedures discussed in this section, the buyer may set multiple award flags to Y on a line for multiple awards. When multiple awards flags are set, the word MULTIPLE is written into the awarded order number in the RLIN record which can be seen on the RLI3 transaction. ONCE THE RLIN STATUS CODE IS SET TO 243 FOR MULTIPLE AWARD, IT CANNOT BE CHANGED BACK TO 244 FOR SINGLE AWARD.

12.3.9.6 ALTERNATE BID AWARDS

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The buyer may award an alternate bid in the same manner as awarding the primary bid. When inquiring the vendor's bid, include the alternate bid code in the key and use the procedures discussed above for setting award flags.

12.3.9.7 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

12.3.10 SET STATUS CODE

Once the award flags have been set (either by TOPS or by the buyer), the buyer must set the status code to 380 for partial award and 385 for final award. Many partial awards can occur, but only one final award can occur. ONCE A FINAL AWARD OCCURS, NO FURTHER AWARDS CAN BE MADE ON THAT SOLICITATION.

To set the status code on the solicitation, if the user is not viewing the SDOC transaction, key SDOC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 380 for partial award or 385 for final award. When all fields have been entered, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

A solicitation must be set to status code 385 once. On status code 385, the Vendor and Commodity databases are updated with the bid and award information from the solicitation.

12.3.11 RUN NIGHTLY CYCLE

During the nightly cycle, TOPS will create contracts and orders from the solicitations set to either status code 380 or 385 and the award history will be updated after the order is printed. For those solicitations set to status code 385, the nightly cycle will update the Vendor and Commodity databases with bid history information. For all awards, the order or contract number and the line number are written back to the vendor bid record (RVEN) so the user can see the order or contract created from this award.

12.3.12 UN-AWARD PROCESS

TOPS allows an order or contract to be unawarded as long as the document has not been encumbered. After the order has been encumbered, it must be cancelled by an official order change. See Section 19, Order Change Processing. Prior to the order being encumbered, it may be cancelled by setting the award flag on each line of the requisition associated with the order to unaward (u). This action will unaward that line. Repeat this action for all lines on the requisition you wish to unaward. The contract unaward process works the same way.

PRINT CONTRACTS AND NOTICES OF AWARDS

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SECTION 13

PRINT CONTRACTS AND NOTICES OF AWARD

13.1 INTRODUCTION

This section describes how contracts are printed from the solicitation process. It also describes how notices of awards are printed after the contract is awarded.

13.2 PROCESSING OVERVIEW

After the buyer sets the award flags or agrees with those set by TOPS, the buyer sets the status code on the solicitation to partial award or final award. Programs in the nightly cycle will create contract records from the solicitation. The contracts are not automatically printed. The buyer must review the contracts and make adjustments to estimated amounts or maximum amounts then set the status code to print.

For a document flow of the print award document process, see Section 32, Document Flows.

13.3 PROCESSING DETAIL

Following are the details of the processes to create a contract, make adjustments to the contract, obtain approvals, print the contract and print the notice of award.

13.4 CREATING A CONTRACT

The contract is created during the nightly batch cycle when the programs run against the solicitations which are set to award. Except for a few data elements (discussed below), all data elements needed to create the contract have already been entered into TOPS. TOPS uses these data elements and builds the contracts in the Contract database and the contract funding document (KACG), if required.

13.5 ADJUSTING A CONTRACT

After a contract is created there are several data elements which may require manual adjustment. These are discussed below.

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13.5.1 CONTRACT BEGIN AND END DATES

If the effective dates need to be adjusted for an individual contract, it can be done using the KONT transaction.

To adjust the begin and end dates, if the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the revised contract begin date, revised contract end date and key the desired dates. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen.

13.5.2 BEGIN AND END ORDERING PERIOD DATES

If the ordering period dates need to be adjusted for an individual contract, it can be done using the KONT transaction.

To adjust the begin ordering and end ordering dates, if the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the revised begin ordering date, revised end ordering date and key the desired dates. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.3 REPROCUREMENT DATE

If the reprocurement date needs to be adjusted for an individual contract, it can be done using the KON3 transaction.

To adjust the reprocurement date, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the reprocurement date and key the desired date. When all fields have been entered correctly, press ENTER. If errors

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exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.4 PERFORMANCE BOND INFORMATION

If performance bond information needs to be recorded for an individual contract, it can be done using the KON2 transaction.

To enter the performance bond information, if the user is not viewing the KON2 transaction, key KON2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the performance bond information fields and key in the performance bond information. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.5 ESTIMATED AMOUNT

If the contract is a priced contract (unit prices exist on all lines), the estimated contract value will be the sum of the estimated quantities times the unit prices. The estimated value of the contract may still need to be manually adjusted to reflect a realistic estimate. If the contract is an unpriced contract (discount off price list), the estimated amount will automatically be zero. In this case, the estimated amount of the contract must be manually adjusted. If the contract is an encumbrance contract, the contract estimated amount, max amount and (fiscal year 1) amount, will be the net amount of the RACG(s) for the RQSN record initiating the contract.

To adjust the estimated amount of a contract, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the estimated amount field and key the desired estimated amount. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION

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SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.6 MAXIMUM AMOUNT

If the contract is a Delegated Purchase Authority from Bid (DPA), the maximum amount of the DPA must be set as a control limit for future orders pursuant to the authority of the DPA. If it is a funded DPA to be encumbered, the maximum amount will be set by the award process. However, if the contract FY1-2 contract amounts are changed, the maximum amount must be adjusted to equal FY1-2 net amount.

To adjust the maximum amount of a contract, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the maximum contract value field and key the desired maximum amount. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 ALL LINES ADDED" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.7 FISCAL YEAR CONTRACT AMOUNTS

In the contract record are fields for indicating the Fiscal Year amounts of the contract for a multi-year contract. These fields may require entry or adjustment.

To enter or adjust the Fiscal Year Contract Amount, if the user is not viewing the KON3 transaction. key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the applicable FY Contract Amount field and key the desired contract amount. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.8 CONTRACT ACCOUNTING DISTRIBUTION TABLE RECORD

If the current contract fiscal year amount is changed, it will be necessary to update KACG. This can be accomplished by updating the line amount of the KACG if its status is equal to '1' - Active or by adding a change record KACG -

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Change No.. > 00. This is done with the KACG transaction. See Section 25, Accounting Interface. If the user is not viewing the KACG transaction, key KACG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the line number field, and press ENTER to retrieve an existing record. Key CHANGE in the Function Line and TAB to the desired field, make change, and press ENTER. To add a record see Section 25, Accounting Interface. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

13.5.9 ON-LINE ENCUMBER CONTRACT FUNDS

Funded contracts to be encumbered on-line will be created in the contract database at status code 541 - READY TO ENCUMBER - MASTER POST. Additionally, when contract funds are updated, they must be encumbered in STARS. On-line encumbrance in the contract database is accomplished with the KONT transaction. If the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key CHANGE in the Function Line and TAB to the status code field, key 542 and press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If no errors exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line and 544 in the status code.

13.6 NOTICE OF AWARD

Many contracts may result from the award of a single solicitation. TOPS provides the ability to print a notice of award for these contracts. The SWC number from the solicitation is automatically carried forward to the contract. All contracts that relate to a SWC number and came from the same solicitation number will appear on the same notice of award.

Prior to printing a notice of award for contracts with the same SWC number, a reference should be created in the Text database using the SWC number as the text reference number. Include in the text all the ordering instructions for the contracts. This text will automatically be printed on the notice of award which will be distributed to state agencies.

To actually print the notice of award, the buyer must set the status code on only one of the contracts that has the

SECTION 13: Print Contracts and Notices of Award

SWC number for which the notice of award is being printed. If the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 535. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

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SECTION 14

PRINT ORDERS

14.1 INTRODUCTION

This section describes how orders are printed from the solicitation process. How to print orders entered directly into the Order database is addressed in Section 16, Fast Order Entry and Section 17, Direct Order Entry. How to print a contract release order entered in the Requisition database is addressed in Section 18, Contract Release Order Processing.

14.2 PROCESSING OVERVIEW

After the buyer sets the award flags or agrees with those set by TOPS, the buyer sets the status code on the solicitation to partial award or final award. Programs in the nightly cycle will create order records from the solicitation. When the solicitation is awarded, the buyer may set a status code encumber on-line.

For a document flow of the print award document process, see Section 32, Document Flows.

14.3 PROCESSING DETAIL

Following are the details of the processes to create orders, obtain approvals and print the order. Orders may be printed after a batch encumbrance process or after an on-line encumbrance process.

14.4 ON-LINE ENCUMBRANCE

When the system defaults the encumber on-line indicator on the solicitation transaction, then the nightly cycle creates the order and the status code will be set to 437 (awaiting on-line encumbrance). The buyer must inquire the Order database using the OBST (Orders by Buyer and Status Code) transaction to determine which orders are at status code 437. Once the buyer determines which orders are awaiting on-line encumbrance, the buyer must change the status code on each order to 439 - Master File Post.

To execute the on-line encumbrance process the buyer must set the order status code to 439, if the user is not viewing the OBST screen, key OBST in the Function Line and press ENTER. Key INQUIRE in the Function Line, TAB to the purchasing agency field and key the purchasing agency

number, the buyer code in the buyer code field and status code 437 in the status code field and space out the top order number press ENTER. TAB to the first order shown on the screen and press ENTER. The ORDR screen will appear with the detail order record shown. INQUIRE on the ORD4 screen for that order number. When the ORD4 transaction comes up, key CHANGE in the Function Line, TAB to the status code field and key 439. When all fields have been entered correctly, press ENTER.

If STARS processes successfully and encumbers the document, the ORD4 status code will change to 444 - FUNDS AVAILABLE STARS UPDATED. The purchase order is now ready to be set to one of the three PRINT status codes. See sections 14.5, 14.6, and 14.7 for detailed discussion of the printing process.

14.5 ON-LINE ENCUMBERANCE FAILS

When a purchase order encumbrance fails, the status code on the order will set to 442 - FUNDS REQUEST FAILED. The user must go to the order accounting screen(s) to see why the funds failed in STARS. If the user is not currently viewing the OACG screen, key OACG in the Function Line, TAB to the order number field and key the order number and press ENTER. The OACG status code will be set to '4' and the STARS reason code and its interpretation will be in the lower half of the screen. If the reason that the funds failed is a simple keying error that can be corrected and the request re-tried, change the incorrect data and the OACG status code back to '1' and try to post the order again. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "LO30 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The user must now re-try to encumber the purchase order. Key ORD4 in the Function Line and press ENTER. If the desired purchase order does not appear, key INQUIRE in the Function Line, tab to the order number field and key the desired number and press ENTER. Key CHANGE in the Function Line, tab to the status code field and key 439 and press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "LO30 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. Repeat the above process for all orders in the Order database at status code 437.

14.6 PRINTING ORDER IN BATCH

To print the order in batch (overnight), set the status code to 450, if the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 450 to print the order in batch. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

14.7 PRINTING ORDER ON-LINE

An agency must have a separate software package such as XCOM or VRO in order to have on-line print capability. Also, the printer route code must be entered on either the AGCY or ABUY screen for that agency or buyer.

To print the order on-line (immediately), set the status code to 465, if the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 465 to print the order in batch. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

14.8 PRINTED COPY OF ORDER NOT NEEDED

If a printed copy of the purchase order is not needed, the user may set the ORD4 status code to 455 after encumbrance. All award and history information will be updated in the nightly process without printing a copy of the order. Once 455 is used, the order can not be printed. Therefore, be absolutely sure you do not need a printed copy of the order before setting the status code to 455.

All purchase orders must be set to one of the status codes 450, 455, or 465 before any further processing can take place. A successful nightly batch process must take place

before the purchase order receipt information can be entered into TOPS.

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SECTION 15

POST-AWARD DATABASE UPDATE

15.1 INTRODUCTION

The purpose of this section is to explain how TOPS updates the databases after award and which databases are updated. This process is automatic and is based upon the award process.

15.2 PROCESSING OVERVIEW

There are two kinds of updates which occur during the award process: bid update and award update. When the award flags are set on the vendor bid records and the award status code is set to partial award (380) on the solicitation, orders are created and the award update process occurs. When the award status code is set to final award (385) on the solicitation, orders are created and the award update process occurs. In addition, the bid update process occurs. When an order change is processed, the award update process occurs again to adjust prior award information.

The award update involves updating the Vendor database with summary and detail award information by vendor number, it involves updating the Commodity database with detail award information by commodity code and unit of measure, and it involves updating the Agency database with summary and detail information by document type and commodity code. Order changes issued will adjust the previously updated information.

The bid update involves updating the Vendor database with summary and detail bid information by vendor number, and it involves updating the Commodity database with detail bid information by commodity class/sub-class and vendor number.

All updates occur routinely as a part of the nightly cycle. No action is required of the buyer other than to perform the normal buying functions within TOPS.

15.3 PROCESSING DETAIL

Following are the details of the processes to update the databases after an award is made.

15.4 BID UPDATE PROCESS

The updates from the solicitation process involve the responses to solicitations from the vendors. This update occurs when the solicitation status code is set to final award (385). This update occurs for all types of solicitations except for requests for information and notices of sale.

15.4.1 VENDOR DATABASE

15.4.1.1 VENDOR HEADER

The update program increments a counter on the vendor record to show summary information regarding the number of solicitations sent to this vendor and a count of how the vendor responded to the solicitations.

15.4.1.2 VENDOR BID DETAIL

A synopsis of the solicitation is extracted and moved to the vendor bid detail record. The purpose of this record is to give the buyer a snap shot of the salient characteristics of the bid without all the details. This record will normally remain on-line much longer than would the detail solicitation records.

15.4.2 COMMODITY DATABASE

15.4.2.1 COMMODITY SUPPLYING VENDOR

When a vendor registers as a supplier of a commodity or service class and sub-class, the vendor will be sent solicitations automatically until the supplying vendor record is inactivated. One way the supplying vendor is inactivated on a class and sub-class is for the vendor to fail to respond to three consecutive solicitations for the class and sub-class. In that case TOPS will automatically inactivate the supplying vendor record and print a letter to the vendor advising of that action.

The way TOPS knows how to take the above action is through bid update process. For each vendor with a master bid return code of 03 (no response) on the solicitation vendor record (SVEN), the update program will penalize the vendor once. When the third consecutive master bid return code of 03 is reached, TOPS sets the status code on the supplying vendor record (CSVN) to inactive and prints a letter to the vendor. This letter is routed to the buyer for review and forwarded to the vendor. To re-activate the vendor, see paragraph 4.3.5.

15.5 AWARD UPDATE PROCESS

To minimize erroneous and misleading updates, the award update process occurs after the order is printed.

15.5.1 VENDOR DATABASE

15.5.1.1 VENDOR HEADER

The update program increment a counter on the vendor record to show summary information regarding the number of awards by period made to a vendor. All changes issued against orders also update the vendor counters for numbers and amount of changes.

15.5.1.2 VENDOR AWARD DETAIL

A synopsis of the award is extracted and moved to the vendor award detail record. The purpose of this record is to give the buyer a snap shot of the salient characteristics of the award without all the details. This record will normally remain on-line much longer than would the detail order or contract records.

15.5.2 COMMODITY DATABASE

The commodity database is updated for each commodity awarded on an order or professional services contract. Changes to orders also update the Commodity database.

15.5.2.1 COMMODITY HEADER

The following information is updated on the Commodity Header Table:

Date Last Purchased
Vendor Number
Award Number (Order or Contract)
Line Number
Agency Number
Unit Price
Quantity
Unit of Measure
Date First Purchased (Updated only once)
Cumulative Number of Purchases
FYTD Number of Awards
FYTD Amount of Awards
MTD Amount of Awards
QTD Amount of Awards
YTD Amount of Awards
Amount of DPAs From Bid (for orders against a DPA)

15.5.2.2 COMMODITY UNIT OF MEASURE

The following information is updated on the Commodity Unit of Measure Table:

Vendor Number
Unit Price
Quantity
Amount
Date of Order
Date of First Order
FYTD Quantity
FYTD Amount
FYTD Average Unit Price

15.5.3 AGENCY DATABASE

There are three tables in the Agency database that are updated after awards are made. First, the Agency History Table (AHST) is updated with the commodity codes purchased and the FYTD amount for each commodity code. Second, the Agency Summary Table (ASUM) is updated with the count of awards by type. Third, a synopsis of the order is extracted and moved to the Agency Detail Table (ADET).

15.5.4 CONTRACT DATABASE

As contract release orders are issued, the amount of the release order is added to the release order amount in the Contract database. In addition, the amount and quantity of each line on the contract release order are added to the amount and quantity on the corresponding contract line.

FAST ORDER ENTRY

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SECTION 16

FAST ORDER ENTRY (\$400 OR LESS)

16.1 INTRODUCTION

As there is a large number of local orders of \$400 or less which need fast turn around in TOPS, a special fast order entry transaction is provided to simplify and accelerate this order entry process. Remember that the vendor cannot be paid unless the order exists in TOPS and this is the preferred method of entering local purchases of \$400 or less into TOPS.

16.2 PROCESSING OVERVIEW

The OFST table will serve as a "working table" for entering and creating orders \$400 or less. These orders can be printed, but will not be encumbered, will not have receiving documents and the goods will normally be picked up and be in the possession of the user at the time the OFST record is being processed. The real intent of OFST is to have some record of all purchases \$400 or less and to create the necessary records so the vendor can be paid.

When a State office urgently needs an item that can be purchased locally and is \$400 or less, local approval is obtained, the appropriate individual contacts the local vendor and purchases the item. Using the internally generated documents and the receipt from the transaction, the user must enter the purchase into TOPS.

First, the user must assure that the vendor is in the TOPS database. An order CANNOT be entered into TOPS unless the vendor resides in the TOPS Vendor database and the vendor cannot be in TOPS unless the vendor is first in STARS.

Second, the user must determine that the item being ordered does not require a commodity approval or an inventory tag. This information is available on the COM2 screen for the commodity class/sub-class. If the fixed asset flag is "S" or there is an "APPROVAL CATEGORY" present, the purchase can not be entered using OFST. The order must be entered using Direct Order Entry as explained in Section 17.

Third, using the Order Fast Entry transaction (OFST), the user should enter the required information. The OFST transaction is limited to one vendor, one accounting distribution (all items must be paid for from this account code) and as many lines of commodity as necessary. When all data elements have been entered to the user's satisfaction, press ENTER. The program will create an order in the Order

database, update the Vendor, Commodity and Agency databases and update the tables for payment purposes.

For a document flow of the direct order entry process, see Section 32, Document Flows.

16.3 PROCESSING FAST ORDER ENTRY (OFST) \$400 OR LESS

To enter local orders of \$400 or less in TOPS, if the user is not currently viewing the OFST transaction, key OFST in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The lines will refresh with ADD in the Function Line. To completely refresh the screen a second CLEAR must be typed to clear the header information. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key NEXT.

ORDER TITLE: Key title of the order.

VENDOR NO.: Key the vendor number from the vendor database.

AMOUNT: Key amount of the order.

STARS ID: Self explanatory.

PURCHASING AGENCY: Self explanatory.

BUYER CODE: Self explanatory.

REQUISITIONING AGCY: Self explanatory.

SHIP-TO AGENCY: Self explanatory.

SHIP-TO SUB AGENCY: Self explanatory.

FISCAL YEAR: Self explanatory.

FUND: Self explanatory.

DEPARTMENT: Allotment Department.

DIVISION: Allotment Division.

COST CENTER: Self explanatory.

OBJECT CODE: Self explanatory.

INVOICE DATE: Self explanatory.

INVOICE NUMBER: Self explanatory.

REC'VD BY: Key initials of person who received the item(s).

DATE RECEIVED: Self explanatory.

LINE: Order line number
COMMODITY CODE: Self explanatory.

QUANTITY: Self explanatory.

UNIT OF MEASURE: Self explanatory.

UNIT PRICE: Self explanatory.

THE FOLLOWING FIELDS ARE OPTIONAL:

ACCNT TYPE: Type of accounting (if used)

AGENCY OBJ: Key agency object code.

GRANT/SUB: Key grant and sub-grant.

DESCRIPTION: If different from database description.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. To add the next set of lines, i.e., 4, 5, 6, key CLEAR in the Function Line and the lines refresh. As many lines may be added as needed, three lines at a time. When ENTER is pressed, the OFST will create an order in the order database and display the order number in the order number field. The OFST transaction also receives and invoices the order automatically, leaving only the payment screen (OPAY) to be done after completing an OFST.

16.4 PRINTING AN OFST ORDER

A purchase order entered through the OFST screen may be printed. To print an OFST order, if the user is not currently viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired purchase order number in the order number field and press ENTER. Key CHANGE in the Function Line, tab to the status code field and key 450 to print the purchase order overnight or 465 to print the purchase order on-line and press ENTER. Remember that a separate software package is needed in order to have on-line print capability.

SECTION 16: Fast Order Entry

OFST orders require no receiving or invoicing data be entered into TOPS. The only function left to do after OFST is the OPAY (payment approval) function. For detailed discussion on the payment approval process, see section 28, PAYMENT PROCESSING.

DIRECT ORDER ENTRY

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SECTION 17

DIRECT ORDER ENTRY

17.1 INTRODUCTION

There is a large number of local orders which may need to be printed immediately. These orders may need to be entered directly into the Order Database. Bids cannot be entered on OBID, an award cannot be made nor can a vendor be paid unless that vendor exists in STARS and TOPS. You may take a bid from a vendor and record that vendor's bid in ONTE if that vendor is not registered in TOPS. Even though these local purchases are processed informally, they do require competitive bidding.

17.2 PROCESSING OVERVIEW

The ORD4 transaction will be used to enter the order header. The OLI4 transaction will be used to enter the order lines. The OACG transaction will be used to enter the order accounting information. These orders will be printed, will be encumbered, will have receiving documents. The real intent of this transaction is to allow orders to be entered directly into the Order database for emergencies and for local orders.

A State office may urgently need an item not available on contract that can be purchased locally and the total order is greater than \$400 and less than \$2000, local approval is obtained, the buyer obtains three bids minimum, identifies the low vendor and purchases the item. Using the internally generated documents and the quotations from the vendors, the buyer must enter the purchase into TOPS.

First, the buyer must assure that the vendor is in the TOPS database. An order CANNOT be entered into TOPS unless the vendor resides in the TOPS Vendor database and the vendor cannot be in TOPS unless the vendor is first in STARS.

Second, using the ORD4 transaction, the buyer should enter the required information. Using the OLI4 transaction, the user should enter the line commodity codes and unit prices. Using the OACG transaction, the user should enter the accounting information for the order. Using OBID, the user should record bids from two other bidding vendors. Using ONTE, the user should state a brief reason why that purchase is being made, and any other purchase related documentation, making sure to use their name and the date.

Third, when all data elements have been entered to the user's satisfaction and all approvals, if any, are approved, set the status code on the ORD4 transaction to 439 to encumber the funds.

Fourth, the user should set the status code on the ORD4 transaction to 465 to print the order on-line, 450 to print the order overnight, or 455 when a printed copy of the purchase order is not needed.

For a document flow of the direct order entry process, see Section 32, Document Flows.

17.3 PROCESSING DETAIL

Following are the details of the processes to enter orders (emergencies and local orders) greater than \$400 and less than \$2000 and to create the order in the Order database. Orders for less than \$400 that require more than one (1) accounting line may also be entered using this process.

17.4 ENTER ORDER HEADER

To create an order header record, if the user is not currently viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: NEXT.

TITLE LINE 1: Key title of order.

STATUS CODE: Defaults to 400.

AWARD CODE: 'B' for a local purchase \$400 - \$2000, 'C' for local purchase orders under \$400 with more than one accounting line, 'D' for an emergency purchase (over \$2000 only). See Section 31.9.3 for award codes.

FISCAL YEAR: Key current fiscal year.

REQUISITION AGENCY: Key requisitioning agency number.

VENDOR NUMBER: Key vendor number to whom the order will be issued.

BILL-TO AGENCY: Key bill-to agency number.

BILL-TO SUB-AGENCY: Key bill-to sub-agency number.

SHIP-TO AGENCY: Key ship-to agency number.

SHIP-TO SUB AGENCY: Key ship-to sub agency number.

DATE QUOTE RECVD: Self explanatory

COMM CLASS/SUB: Key major commodity class/sub-class.

DISCOUNT TERMS: Key discount terms, e.g., 1% 30 Days.

DISCOUNT PERCENT: Key the discount percent.

DISCOUNT DAYS: Key the discount days.

NET PERIOD: Key the net period, normally one day after end
of discount days.

DELIVERY TERMS: Key the delivery terms, e.g., 14 days ARO.

DELIVERY DAYS ARO: Key the number of days ARO.

DELIVERY WEEKS ARO: Key the number of weeks ARO if used.

VENDOR FOB: Key vendor's delivery terms, e.g., Destination.

PURCHASING AGENCY: Key purchasing agency number.

BUYER CODE: Key buyer code.

The following fields are OPTIONAL for this transaction:

TITLE LINE 2: Key title line 2.

OBLIGATION: Key obligation (DPA) number, order total must
be less than \$5000.

CONTRACT: Key contract number (If release from agency or
statewide contract).

CONTACT PERSON: Key contact person name.

CONTACT PHONE: Key contact person phone.

GSA INDICATOR: Key Y if the order is against a GSA contract
else key N.

After all appropriate fields are completed, press ENTER.
If errors exist, TOPS will display error messages at the
bottom of the screen. The user must correct the keyed data
and press ENTER. If errors do not exist, an order number
will be assigned and TOPS will update the database and
display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES
ADDED" at the bottom of the screen and place CHANGE in the
Function Line.

If the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 405. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

17.5 LINES

To create an order line record for local purchases not on contract and for release < \$5000 from DPA/BID, if the user is not currently viewing the OLI4 transaction, key OLI4 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key Order Number.

ORDER LINE NUMBER: Begin with 00001 and increment as needed.

STATUS CODE: Defaults to 400.

COMMODITY CODE: Key commodity code of the item or service.

ORDER QUANTITY: Key quantity desired.

UNIT OF MEASURE: Key unit of measure desired.

UNIT PRICE: Key the unit price.

The following fields are OPTIONAL for this transaction:

BRAND NAME: Key the brand name.

MODEL NUMBER: Key the model number.

DELIVERY AGENCY: Key delivery agency number if different from the order delivery agency on ORD4.

DELIVERY SUB AGENCY: Key delivery sub agency number if different from the order delivery sub agency on ORD4.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the user is not the viewing the OLI4 transaction, key OLI4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order and line number in the order and line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 405. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

17.6 ACCOUNTING

To encumber funds, accounting distributions must be added to the Order Accounting Table. If the user is not currently viewing the OACG transaction, key OACG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key desired order number.

ACCT LINE NUMBER: Key the accounting line number. Start with 01 and increment as necessary. Only one accounting line is required per order.

ACCOUNT TYPE: Leave blank unless accounting information defaults are activated.

STATUS CODE: 0 (zero).

ACTION CODE: Key C for create.

FUND: Key fund number.

OBJECT CODE: Key object code.

DEPARTMENT: Key allotment department number.

DIVISION: Key allotment division number.

COST CENTER: Key cost center.

LINE AMOUNT: Key amount of this accounting line.

STARS ID: Key STARS ID NUMBER.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT: Key agency object code.

PROJECT: Key project code.

SUB PROJECT: Key sub project code.

GRANT: Key grant number.

SUB GRANT: Key sub grant number.

***** NOTE: FROM AND TO LINES SHOULD ONLY BE USED ON A
MULTIPLE LINE ORDER WITH MULTIPLE ACCOUNTING LINES!**

FROM LINE: Key beginning order line number this accounting
line will fund.

TO LINE: Key ending order line number this accounting line
will fund.

USER FIELD 1: Key desired information.

USER FIELD 2: Key desired information.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the user is not viewing the OACG transaction, key OACG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order and line number in the order and line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

17.7 RECORD BIDS

Orders entered directly into the order database should have bids recorded against them using the OBID Table. If a bid was received from a vendor that has not been registered on TOPS, that vendor's bid must be recorded in the ONTE screen. Only registered vendors bids may be recorded in OBID. The awarded vendor information and prices bid will automatically be recorded on OBID by the system. The user need only key the other two bidders vendor numbers and bid information.

To record bids using OBID, if the user is not currently viewing the OBID transaction, key OBID in the Function Line and press ENTER. Key INQUIRE in the Function Line, tab to the order number field and key the desired order number and press ENTER. Key CHANGE in the Function Line and use the tab key to move to the following required fields and key the desired data:

VENDOR NUMBER: Key desired vendor number.

UNIT PRICE (U/P): Key the unit price bid by the vendor for each line.

The following fields are optional for this transaction:

QUOTE RECEIVED FROM: Key the name of the vendor's representative who told you the price.

DISCOUNT TERMS: Key discount terms.

DELIVERY TERMS: Key delivery terms.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 UPDATE SCREEN PROCESSED" at the bottom of the screen and place CHANGE in the Function Line.

To change information on an OBID record, key CHANGE in the Function Line, if it is not already there, and change the desired data.

17.7.1 DOCUMENT PURCHASE

All orders entered into TOPS should be completely documented in the ONTE screen. ONTE works like all other text screens. To enter text in ONTE, if user is not viewing the ONTE screen, key ONTE in the Function Line and press ENTER. Then, key GET in the Function Line, TAB to

the order number field and key the desired order number and press ENTER. Key CHANGE in the Function Line and tab to the first line. Key the documentation justification. Be sure to include your full name and the date when using the ONTE screen. Any explanation for not getting three (3) bids or recording a bid from a vendor not registered in TOPS would also go on the ONTE screen.

17.8 ENCUMBER FUNDS

To encumber funds change the status code on the order, if the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 439 - Master File Post, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. The status code will automatically change to either 442 - Funds Request Failed or 444 - Funds Available STARS updated. **See section 14.4 for a detailed discussion of the encumber process.**

17.9 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the order can be processed to the next step, all approval records in the PAPV Table must be approved or canceled. See Section 29, Approval Processing for a detailed description of the approval process.

17.10 PRINTING ORDER

To print the order, change the status code on the order. If the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 450. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and

"L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The order will print on an overnight program and be sent to Central Purchasing where the agency can pick up their orders and distribute them accordingly.

17.11 ON-LINE PRINT OF ORDERS

A separate software package such as VRO or XCOM is needed to have on-line print capability. The user may print orders on-line rather than overnight by changing the status code on the Order Table (ORD4) to 465. The order will print and update as though it had been printed overnight. In cases where the order has already been printed the order will print only and not update.

The order will print on the local printer assigned to the buyer on the order. Your printer route code must be defined in TOPS by the System Administrator in order to have on-line print capability.

17.12 PROCESSING OF ORDERS WITHOUT PRINT

This process is to be used if a vendor does not require a printed copy of the purchase and the agency does not need a copy.

To process an order without print: If the viewer is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and TAB to the order number field and key the order number and press ENTER. Key CHANGE in the Function Line and TAB to the status code field and key 455. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen. The status code will automatically change to 456.

***** NOTE: NO MATTER HOW YOUR ORDER HAS BEEN PROCESSED, STATUS CODES 450, 455 OR 465, YOU MUST WAIT UNTIL A SUCCESSFUL NIGHTLY HAS OCCURRED TO RECEIVE (OREC, ORLN) YOUR ORDER. PLEASE INQUIRE YOUR ORDER NUMBER ON THE OQTY SCREEN TO ASSURE AN OQTY SCREEN EXISTS FOR YOUR ORDER BEFORE TRYING TO RECEIVE.**

STATEWIDE AND AGENCY CONTRACT RELEASE ORDER PROCESSING

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SECTION 18

STATEWIDE AND AGENCY CONTRACT RELEASE ORDER PROCESSING**18.1 INTRODUCTION**

The purpose of this section is to describe the procedures for entering and processing statewide and agency contract release orders. This section may overlap other sections somewhat because either the requisition entry process or the direct order entry process may be used to enter statewide and agency contract release orders. Every attempt will be made to use procedures already defined in those sections.

****** ALTHOUGH BOTH PROCESSES ARE OUTLINED IN THIS SECTION, IT IS RECOMMENDED THAT AGENCIES USE THE ORD4 METHOD FOR DOING A CONTRACT ORDER FOR SIMPLICITY.**

18.2 PROCESSING OVERVIEW

One of the objectives of State purchasing is to expand the use of statewide contracts. The departments realize administrative savings and reduction in procurement lead-time as well as hard savings in unit prices through the use of statewide contracts. Statewide contracts should be easy to access and use. In addition, agency contracts provide the same benefits but only for the agencies authorized to use those contracts.

TOPS provides two basic ways to enter contract release orders against statewide and agency contracts. The requisition may be entered into the Requisition database and the contract release order created or the contract release order may be entered directly into the Order database.

If the requisition is entered into the Requisition database, all items on the requisition must be on contract. Not all items have to be from the same contract, but they must all be on contract. However, if the items are from an encumbered contract, all items must be from the same contract. When the user has completed the entry process, pre-encumbered the funds (funds are not pre-encumbered for contract release orders on an encumbered contract) and obtained approvals, the status code must be set on the requisition so the contract release orders can be created in the nightly cycle. During the requisition entry process, TOPS uses the commodity code on each line to determine if the commodity is on contract. For those that are on contract, TOPS determines if the requisitioning agency is authorized to purchase from the contract. TOPS also checks the ordering status of the contract and the contract line. If the commodity is on more than one contract line for the same agency, TOPS will "shop" and return the lowest price. The user may specify the

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contract only, or the contract and the line number as the requisition line is entered. In these cases, TOPS will only search the specified contract or contract and line.

The other procedure for entering contract release orders is to enter the order header, order lines and order accounting. There are some restrictions which apply. First, the order must be restricted to a contract release order. Contract items and non-contract items cannot be purchased on the same order. And second, the order can be for only one contract and vendor. To enter orders directly into the Order database, the user must know that the item is on contract and the contract number. After the lines are entered, add order accounting records, gain approvals, encumber funds and print the contract release order. Funds are not encumbered in STARS for contract release orders on encumbered contracts. They are processed against the encumbered contract KACG record.

After the statewide and agency contract release orders are created and printed, the Vendor, Commodity, Agency and Contract databases are updated with history regarding the contract release order.

For a document flow of the contract release order process, see Section 32, Document Flows.

18.3 PROCESSING DETAIL

Following are the details of the processes to enter statewide and agency contract release orders into the Requisition Database and for entering statewide and agency contract release orders directly into the Order database.

18.4 REQUISITION

A statewide and agency contract release order may be entered into the Requisition database and processed in the nightly cycle to create contract release orders in the Order database.

18.5 USER

The departmental user is essentially in charge of the entry of the contract release order in the Requisition database. The contract has been established to include pricing, therefore there is no reason for purchasing to become involved.

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18.5.1 ENTRY

The entry process is essentially the same as that for the requisition entry process discussed in Section 8, Requisition Processing.

18.5.1.1 HEADER

Create a requisition header just as for a regular requisition. See Section 8, Requisition Processing for information on creating a requisition header. The requisition document type must be set to PlR for contract release order.

18.5.1.2 LINES

Create requisition lines in the same manner as for regular requisition lines. See Section 8, Requisition Processing for information on creating requisition lines.

When the commodity code is entered, the RLI2 transaction performs the following checks:

1. Validates the commodity code and assures that the status code is active.
2. Checks to see if the commodity code is on contract.
3. Checks the contract status to assure that the contract is active.
4. Checks the first contract's ordering status and if the current date is within the contract ordering period.
5. Checks the master delivery agency to determine if the requisitioning agency is authorized to use the contract.
6. Checks the contract line ordering status.
7. Checks the delivery agency on the contract line.
8. Checks the unit of measure on the contract line.
9. Retains the unit price from the contract line.

For all other contracts for the commodity code, RLI2 repeats the above checks and replaces the retained unit price if the new one is lower. At the end of the search, the contract number, vendor number, contract line number and the unit price are displayed for the user. The unit price is multiplied by the FROM quantity and displayed.

If the commodity code is on an unpriced contract (discount off catalog price), the user will be asked to enter the

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catalog item number and the catalog price. The transaction will retrieve the discount from the contract and compute the net catalog price from the price entered. The contract number, line number and vendor number will be display on the RLI2 transaction.

18.5.2 ACCOUNTING (PRE-ENCUMBRANCE)

Accounting information will be entered in the same manner as on a regular requisition. See Section 8, Requisition Processing for information on how to enter accounting information.

18.5.3 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

When the status code is set to 150 to send the requisition to purchasing, the status code moves to 275 instead of 200. At status code 275, the contract release order will be automatically awarded and a contract release order created.

18.6 ORDER

Contract release orders may be entered directly into the Order database. Unlike entering contract release orders in the Requisition database, an order is restricted to a single contract and vendor.

18.6.1 OFCR - FAST CONTRACT RELEASE ORDER

The OFCR screen was developed to provide quick entry of a contract release order directly into the database. The OFCR screen may be used to enter both statewide and agency term contract release orders. The OFCR screen is divided into three sections that combines the order header (ORD4), line (OLI3), and accounting (OACG) information onto one screen. OFCR allows for both multiple order lines and multiple accounting lines. OFCR also allows the user to designate which contract accounting(s) (KACG) they want the funds to come from.

If the user is not currently viewing the OFCR screen, key OFCR in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

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SECTION ONE (Order Header)

ORDER NUMBER: Key "NEXT"

TITLE LINE: Key title of order

VENDOR NUMBER: will default to contract vendor

REQUISITION AGENCY: Key requisitioning agency number.

STATUS CODE: will default to 405

FISCAL YEAR: Will default to current fiscal year

PURCHASING AGENCY: Key purchasing agency number

BUYER CODE: Key buyer code

BILL-TO AGENCY: Key bill-to agency

BILL-TO SUB AGENCY: Key bill-to sub agency

SHIP-TO Agency: Key ship-to agency number

SHIP-TO SUB Agency: Key ship-to sub agency number

CONTRACT NUMBER: Key contract number

SECTION TWO (Order Lines)

LINE NUMBER: Key next sequential order line number

STATUS CODE: system will default to 405

COMMODITY CODE: Key the commodity code

QUANTITY: Key quantity desired

UNIT OF MEASURE: Key unit of measure from contract

CONTRACT LINE NUMBER: Space out with spacebar

SECTION THREE (Accounting Information)

ACCOUNT LINE: Start with 01 and increment as necessary

FUND: Key in fund

MAJOR/MINOR OBJECT CODE: Key in object code

DEPARTMENT: Key in department number

DIVISION: Key in division number

COST CENTER: Key in cost center

STATUS: Status is zero (0) on ADD

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STARS: Key in your STARS ID

LINE AMOUNT: Key in the total of the amount of the order.

After all appropriate fields are completed, press ENTER. If errors, exist TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "LO30 ALL LINES ADDED" at the bottom of the screen and assign a purchase order number in the order number field.

To enter additional order or accounting lines or both, with CHANGE in the Function Line, key over the necessary fields in sections two and three. Continue until order is completed.

The OFCR screen can be used to encumber and print the purchase order after all approvals have been met. See the remainder of section 18 for status codes used to encumber and print your purchase order.

The following are optional fields on the OFCR screen.

SECTION ONE

AGENCY REQUISITION NUMBER: Key agency's tracking number.

PERIODIC PAYMENT INDICATOR: Defaults to N, set to Y for periodic payment order.

SECTION TWO

DELIVERY AGENCY/SUB: Key delivery and sub delivery agency number if different from Ship-To codes.

CATALOG ITEM NUMBER: If the contract is unpriced, key the catalog price.

PAY AMOUNT: Key the amount to be paid on this line based on frequency if periodic payment order.

SECTION THREE

ACCOUNT TYPE: Key accounting type code if activated.

AGENCY OBJECT: Key agency object code.

PROJECT: Key project code.

SUB PROJECT: Key sub project code.

GRANT: Key grant code.

SUB GRANT: Key sub grant code.

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FROM LINE: Key beginning order line number this accounting line will fund

TO LINE: Key ending order line number this accounting line will fund.

***** NOTE: FROM AND TO LINES CAN ONLY BE USED ON A MULTIPLE LINE ORDER WITH MULTIPLE ACCOUNTING LINES. YOU MUST BEGIN ON THE FIRST ACCOUNTING SCREEN AND CONTINUE THROUGH THE REST OF THE ORDER.**

18.6.2 ORDER HEADER (ORD4)

To create a contract release order header record, if the user is not currently viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key "NEXT".

TITLE LINE 1: Key title of order.

STATUS CODE: Defaults to 400.

AWARD CODE: See Section 31 for award code.

FISCAL YEAR: Key fiscal year.

REQUISITION AGENCY: Key requisitioning agency number.

VENDOR NUMBER: Key vendor number to whom the order will be issued.

BILL-TO AGENCY: Key bill-to agency number.

BILL-TO SUB AGENCY: Key bill-to sub agency number.

SHIP-TO AGENCY: Key ship-to agency number.

SHIP-TO SUB AGENCY: Key ship-to sub agency number.

CONTACT PERSON: Key contact person name.

CONTACT PHONE: Key contact person phone.

COMM CLASS/SUB: Key major commodity class/sub-class.

CONTRACT: Key contract number.

PURCHASING AGENCY: Key purchasing agency number.

BUYER CODE: Key buyer code.

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The following fields are OPTIONAL for this transaction:

TITLE LINE 2: Key title line 2.

DISCOUNT TERMS: Will be retrieved from the contract.

DISCOUNT PERCENT: Will be retrieved from the contract.

DELIVERY TERMS: Will be retrieved from the contract.

DELIVERY DAYS ARO: Will be retrieved from the contract.

DELIVERY WEEKS ARO: Will be retrieved from the contract.

GSA INDICATOR: Key Y if the order is against a GSA contract
else key N.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 405. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

18.6.3 LINES (OLI3)

To create a contract release order line record, if the user is not currently viewing the OLI3 transaction, key OLI3 in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key your purchase order number.

ORDER LINE NUMBER: Begin with 00001 and increment as needed.

STATUS CODE: Key 400.

COMMODITY CODE: Key commodity code of the item or service.

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ORDER QUANTITY: Key quantity desired.

UNIT OF MEASURE: Key unit of measure as per contract.

The following fields are OPTIONAL for this transaction:

COMMODITY DESCRIPTION: When doing a contract release, the description may be expanded upon by using the OMOD screen.

BRAND NAME: Will be retrieved from the contract.

MODEL NUMBER: Will be retrieved from the contract.

TAX AMOUNT: Key tax amount if appropriate.

CATALOG ITEM NUMBER: If the contract is unpriced, key the catalog item number.

CATALOG PRICE: If the contract is unpriced, key the catalog price.

DELIVERY AGENCY: Key delivery agency number if different from the ordering agency.

DELIVERY SUB AGENCY: Key delivery sub agency number if different from the ordering sub agency.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the user is not viewing the OLI3 transaction, key OLI3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order and line numbers in the order and line numbers fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 405. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

18.6.4 ACCOUNTING (OACG)

To encumber funds, accounting distributions must be added to the Order Accounting Table. If the user is not currently

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viewing the OACG transaction, key OACG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key desired order number.

ACCT LINE NUMBER: Start with 01 and increment as necessary.

STATUS CODE: 0 (zero).

ACTION CODE: Key C for create.

FUND: Key fund number.

OBJECT CODE: Key object code.

DEPARTMENT: Key allotment department number.

DIVISION: Key allotment division number.

COST CENTER: Key cost center.

LINE AMOUNT: Key amount of this account line.

STARS ID: Key your STARS ID.

The following fields are OPTIONAL for this transaction:

ACCOUNT TYPE: Key account type code if activated.

AGENCY OBJECT: Key agency object code.

PROJECT: Key project code.

SUB PROJECT: Key sub project code.

GRANT: Key grant number.

SUB GRANT: Key sub grant number.

***** NOTE: FROM AND TO LINES CAN ONLY BE USED ON A MULTIPLE LINE ORDER WITH MULTIPLE ACCOUNTING LINES!**

The From and To Lines on the OACG are to be used only when certain lines on the order have distinctly different accounting information; i.e., Funds for Order Lines 00001 through 00005 have a different cost center or division code than Order Lines 00006 through 00010. **If only one OACG is used on an order, the From and To Lines are not to be used.**

FROM LINE: Key beginning order line number this accounting line will fund. SEE NOTE ABOVE.

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TO LINE: Key ending order line number this accounting line will fund. SEE NOTE ABOVE.

USER FIELD 1: Key desired information.

USER FIELD 2: Key desired information.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the user is not viewing the OACG transaction, key OACG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order and line numbers in the order and line numbers fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To encumber funds change the status code on the order if the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 439 - Master File Post. For orders on an agency contract, a transaction to STARS will not be created, but OACG will validate against the applicable contract KACG record. Additionally, the KACG Ordered Amount will be updated. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

18.6.5 APPROVAL (PAPV)

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the order can be processed to the next step, all approval records in the PAPV Table must be approved or cancelled. See Section

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29, Approval Processing for a detailed description of the approval process.

18.6.6 PRINTING CONTRACT RELEASE ORDERS

To print the contract release order, change the status code on the order. If the user is not viewing the ORD4 transaction, key ORD4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number in the order number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 450. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

18.6.7 ON-LINE PRINT OF CONTRACT RELEASE ORDERS

Some agencies have capability of printing on-line rather than overnight. When this applies, the user may print on-line by changing the status code on the Order Table (ORD4) to 465. The contract release order will print and update as though it had been printed overnight. In cases where the order has already been printed, the order will print only and not update.

18.6.8 UPDATING WITHOUT PRINT

If you don't need a printed copy of the purchase order, you may update the order as though it had been printed overnight without it actually being printed. To update without print, change the status code on the Order Table (ORD4) to 455. The status code will then come back at status code 456. You may finish processing the order the next day.

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SECTION 19

ORDER CHANGE PROCESSING

19.1 INTRODUCTION

The purpose of this section is to define the procedures for processing order changes. Order changes may be issued to administratively correct the order, delete lines from the order, add lines to the order, adjust the accounting information, cancel the order in partiality or completely after it has been encumbered and printed or any combination of these.

19.2 PROCESSING OVERVIEW

An order must have been printed and active before a change can be issued. To issue an order change:

1. Create an order change record.
2. Add order change text.
3. Set the order change status code to adjust the encumbrance in STARS.
4. Set the order change status code to print.
5. Receive the printed change, sign and distribute.

If needed, create order change lines to add or delete lines from the order. If the line existed on the original order, only the quantity, unit price and shipping location can be changed.

If needed, create order change accounting lines to increase, decrease or cancel accounting information.

For a document flow of the order changes process, see Section 32, Document Flows.

19.3 PROCESSING DETAIL

Following are the details of the processes to enter order changes, obtain funds, obtain approvals, and print changes.

19.3.1 COMPLETE ORDER CANCELLATION PROCESS (OCHG)

OFST orders that have not yet been paid may be canceled by changing the ORD4 status code to 493. Be sure to complete the ONTE screen explaining why you are canceling the order.

If the order you wish to cancel is an order that resulted from a requisition (award codes F or G) and the ORD4 status code is below 480, a request for cancellation must be sent to the buyer in the Purchasing Division that handled the requisition. Any change to this type of purchase order must be done by Purchasing Division personnel.

The following process is for canceling agency purchase orders after the order has been encumbered. The order you wish to cancel must not have been received, invoiced or paid. All changes to orders with an ORD4 status code of 480, that are not OFST orders must be handled through the Division of Accounts.

To cancel an order in its entirety:

1. If the order you wish to cancel is below status code 444, change the ORD4 status code to 496 and complete the ONTE screen explaining why you are canceling the order. You do not do an OCHG.
2. To process an OCHG, the order must have been printed. If the order has been encumbered (status code 444), but has not been printed, change the ORD4 status code to 455 (it will return at 456) and proceed with the following instructions after the next nightly batch run. If the order has already been printed, start at step 3.
3. On the OCHG screen, key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD. TAB to order number field and key in order number, change number (01, 02, etc.), status code (400 on ADD) and change type code 'CNO' and ENTER. Change the status code to 405.
4. Complete the OCTX screen (same process as ONTE) with your name, the date and a brief explanation of why you are canceling the order.

*** NOTE: At this point Agency (AL) and Central Purchasing (OCHG) approvals will build for the cancellation. When all approvals have been met the OCHG status code will go to 449.

5. Change the OCHG status code to 439 to encumber the change. If this is successful the status code will come back at 444. At this point you must change the OCHG status code to 450 to print overnight or 465 to print on-line (if you have on-line print capability).

19.4 CREATING AN ORDER CHANGE HEADER

To create an order change header, if the user is not currently viewing the OCHG transaction, key OCHG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key the desired order number.

CHANGE ORDER NUMBER: Key the next change number. (01 for first change on particular order. The next change on this order would be 02, etc.)

STATUS CODE: Defaults to 400.

CHANGE TYPE CODE: Key type change code from the BTAB Table DC.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

After a successful ADD, change the status code to 405 to allow further processing. If the user is not viewing the OCHG transaction, key OCHG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 405. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

19.5 ADDING ORDER CHANGE TEXT (OCTX)

To add order change text, using the OCTX transaction follow the instructions in Section 30, Text Processing.

19.6 ADDING ORDER CHANGE LINES (OCLN)

***** NOTE:** The OCLN screens build automatically when a CNO (complete cancellation) type order change is done. OCLN's must be built manually for ADM, DEC and INC type changes.

To add order change lines (whether or not the line existed on the original order), if the user is not currently viewing

the OCLN transaction, key OCLN in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key desired order number.

ORDER CHANGE NUMBER: Key desired change number.

ORDER CHANGE LINE NO.: Key desired change line number.

NEW LINE: Key Y if line did not exist on original order, N if it did.

STATUS CODE: 400

COMMODITY CODE: If new line = Y, key desired commodity code, if N, will come from original order line.

ORDER QUANTITY: If new line = Y, key desired quantity, if N, will come from original order line.

UNIT OF MEASURE: If new line = Y, key desired unit of measure, if N, will come from original order line.

UNIT PRICE: If new line = Y, key desired unit price, if N, will come from original order line.

The following fields are OPTIONAL for this transaction:

CONTRACT LINE: Key if known else TOPS will determine.

TAX AMOUNT: Disregard this field.

BRAND NAME: Key desired brand name.

MODEL NUMBER: Key desired model number.

CATALOG NUMBER: Key desired catalog part number if the item is on contract and not priced.

CATALOG PRICE: Key base price from price list.

DELIVERY AGENCY: Key desired delivery agency.

DELIVERY SUB AGENCY: Key desired delivery sub agency.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "0358E ENTER CHANGES" and "LO33 ALL LINES ADDED" at the bottom of the screen. Use the TAB key to

move the cursor to the quantity field and key a minus sign (-) and the quantity being decreased (-1) if a quantity of one is being decreased or (1) for an increase of one and press ENTER.

After a successful ADD, CHANGE the status code to 405. If the user is not viewing the OCLN transaction, key OCLN in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number, order change number and order change line number in the order, order change and order change line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 405. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

19.6.1 MODIFYING DESCRIPTIVE TEXT

Commodity descriptive text may be modified using the OCMD transaction and the instructions in Section 30, Text Processing.

19.7 ADDING ACCOUNTING INFORMATION

To add accounting information, if the user is not currently viewing the OCAC transaction, key OCAC in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key desired order number.

OCHG ORDER NUMBER: Key desired change order number.

LINE NUMBER: Key desired accounting line number.

CHANGE NUMBER: 00 if adding a basic accounting line record.
> 00 if changing a basic accounting record.

STATUS CODE: 0 on ADD.

ACTION CODE: C

FUND: If this line existed on the order, will come from order else, key desired fund.

OBJECT: If this line existed on the order, will come from order else, key desired object.

DEPARTMENT: If this line existed on the order, will come from order else, key desired allotment department.

DIVISION: If this line existed on the order, will come from order else, key desired allotment division.

COST CENTER: If this line existed on the order, will come from order else, key desired cost center.

LINE AMOUNT: Key desired line amount.

STARS ID: Key your STARS ID.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT: If this line existed on the order, will come from order else, key desired agency object.

PROJECT: If this line existed on the order, will come from order else, key desired project.

SUB PROJECT: If this line existed on the order, will come from order else, key desired sub project.

GRANT: If this line existed on the order, will come from order else, key desired grant.

SUB GRANT: If this line existed on the order, will come from order else, key desired sub grant.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If the user is not viewing the OCAC transaction, key OCAC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order, change and line number in the order, change and line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

19.8 OBTAINING APPROVALS

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV table. Before the order change can be processed to the next step, all approval records must be approved or cancelled. See Section 29, Approval Processing for a detailed description of the approval process.

19.9 ENCUMBER AND PRINT ORDER CHANGES

19.9.1 ENCUMBERING ORDER CHANGES

To encumber an order change, the status code must be set to 439, if the user is not viewing the OCHG transaction, key OCHG in the Function Line and press ENTER. 439 does not process to STARS for contract release orders on an encumbered contract with an active encumbrance. 439 will validate the OCAC against the applicable contract KACG. Key INQUIRE in the Function Line and the desired order number and change number in the order and change number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 439. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

19.9.2 PRINTING ORDER CHANGES

To print an order change, if the user is not viewing the OCHG transaction, key OCHG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and change number in the order and change number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 450. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

19.9.3 ON-LINE PRINT OF ORDER CHANGES

The user may print order changes on-line rather than over-night by changing the status code on the Order Change Table (OCHG) to 465. The order change will print and update as though it had been printed over-night. Order changes can only be printed once.

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SECTION 20

CONTRACT CHANGE PROCESSING

20.1 INTRODUCTION

The purpose of this section is to define the procedures for processing contract changes. Contract changes may be issued to administratively correct the contract, delete lines from the contract, add lines to the contract or any combination of these.

20.2 PROCESSING OVERVIEW

A contract must have been printed and active before a change can be issued.

To issue a contract change:

1. Create a contract change record.
2. Add contract change text.
3. Set the contract change status code to print a draft change.
4. Review the change and make adjustments.
5. Set the contract change status code to print a final change.
6. Receive the printed change, sign and distribute.

The contract change does not actually update the Contract database like the order change does. Whatever action the contract change formalizes, that action must be completed in TOPS using other contract transactions. For example, if the contract change added a line to the contract, in addition to issuing the change, the buyer would have to add the line to the contract using the KLI2 transaction.

For a document flow of the contract changes process, see Section 32, Document Flows.

20.3 PROCESSING DETAIL

Following are the details of the processes to enter contract changes, obtain approvals, print draft changes and print final changes.

20.4 HEADER

To create a contract change header, if the user is not currently viewing the KCHG transaction, key KCHG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

CONTRACT NUMBER: Key the desired contract number.

CHANGE NUMBER: Key the next change number.

STATUS CODE: 500

CHANGE TYPE CODE: Key type change code from the BTAB Table TK.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

After a successful add, change the status code to 505 to allow further processing. If the user is not viewing the KCHG transaction, key KCHG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number and change number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 505. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

20.5 CHANGE TEXT

To add contract change text using the KCTX transaction, follow the instructions in Section 30, Text Processing.

20.6 APPROVAL

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition, approvals may be manually added to the PAPV Table. All approval records in the PAPV Table must be approved or cancelled. See

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Section 29, Approval Processing for a detailed description of the approval process.

20.7 PRINT CONTRACT CHANGE

To print a contract change, set the status code on KCHG to 550. If the user is not viewing the KCHG transaction, key KCHG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number and change number in the contract and change number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 550. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

DELEGATED PURCHASE AUTHORITY (DPA) FROM BID PROCESSING

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SECTION 21: Delegated Purchase Authority (DPA)
From Bid Processing

SECTION 21

DELEGATED PURCHASE AUTHORITY (DPA) FROM BID PROCESSING

21.1 INTRODUCTION

The purpose of a DPA from Bid is to grant a one-time authority to a department to purchase commodities or services not granted that department by statute. The request is made from the department to the central purchasing. Central Purchasing approves the request and returns it to the department as a DPA from Bid contract. Funds may be encumbered on the DPA for use by agency purchases against a DPA from Bid's funding requirement(s).

21.2 PROCESSING OVERVIEW

From time to time an agency has a requirement for unique commodities or services and even though their value exceeds the department's statutory authority, it is in the best interest of the State to allow the department to purchase the commodities or services. The State's best interests are served through a delegation of authority from central purchasing.

The department enters a requisition in the normal fashion with a requisition document type of PlB - Delegated Purchase Authority from Bid including a requisition accounting line record (RACG). The department obtains local approvals and passes the requisition on to central purchasing. Central purchasing reviews the requisition, approves it and sets the status code to create the DPA.

Once the DPA record is created in the Contract database, the buyer must set the maximum amount on the DPA, if it is not encumbered, set KONT status to 542 to encumber funds on-line in STARS. The buyer must then set the status code to print the DPA. Upon receipt of the printed copy, central purchasing distributes the DPA to the department.

The department uses the DPA contract number on all future requisitions. When orders are issued pursuant to the DPA, the DPA record in the Contract database will be updated to show the amount used and used to control any future use of the DPA when the maximum amount is used up.

For a document flow of the contract changes process, see Section 32: Document Flows.

SECTION 21: Delegated Purchase Authority (DPA)

From Bid Processing

21.3 PROCESSING DETAIL

Following are the details of the processes to enter a requisition for establishment of a DPA, processing by the department, processing by central purchasing, creation of the DPA, printing the DPA and processing requisitions against the DPA.

21.4 ESTABLISHING A DPA**21.4.1 ENTERING THE REQUISITION**

This process begins with the department user entering a requisition in the Requisition database with a document type of P1B and accounting information (RACG). See Section 8, Requisition Processing for instructions on how to enter the requisition.

21.4.2 APPROVING THE REQUISITION

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or canceled. See Section 29, Approval Processing for a detailed description of the approval process.

21.4.3 CENTRAL PURCHASING PROCESSING

Upon receipt of the requisition in central purchasing, the requisition will be reviewed by the supervisor, buyer and management.

21.4.3.1 OBTAINING CENTRAL PURCHASING APPROVALS

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition, approvals may be manually added to the PAPV Table. Before the requisition can be processed to the next step, all approval records in the PAPV Table must be approved or canceled. See Section 29, Approval Processing for a detailed description of the approval process.

21.4.3.2 CREATING A DPA

After all approvals have been obtained, the buyer sets the status code on the requisition to 275 to create the DPA in the Contract database. If the user is not viewing the RQS2 transaction, key RQS2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field

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and key 275. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The nightly cycle will create a DPA in the Contract database and a contract accounting record (KACG) if applicable.

After the DPA is created, the buyer must set the maximum amount on the DPA unless it is an encumbered contract. To determine the DPA number, INQUIRE the RLI3 transaction for the desired requisition and it will show the awarded document (DPA) number. Using that DPA number, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the maximum amount field and key the desired maximum amount. When all fields have been entered correctly, press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To print the DPA, change the status code on the KONT transaction to 545. If the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 545. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

21.5 ORDERING AGAINST THE DPA

In TOPS, there are two processes by which an order can be processed against the DPA for a department through the requisition process and by direct order entry. The requisition process must be used for purchases \$5000 or greater. Direct order entry may be used for purchases under \$5000.

21.5.1 REQUISITION ENTRY PROCESS

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To order against the DPA, the department must use a document type on the requisition that tells TOPS that this is a requisition against the DPA and must reference the DPA on the requisition to tell TOPS which DPA is being used.

During the requisition entry process, the user should use document type P1D and enter the appropriate DPA number in the obligation number field on the RQS4 transaction. Also, the Purchasing Agency number on RQS4 will be the agency number of the agency or department to which the DPA was granted. See Section 8, Requisition Processing for instructions on entering requisitions. All other aspects of requisitioning against a DPA are the same as processing a regular requisition. When the RQS4 is encumbered and set to S/C 150, if all fields have been entered correctly, the user will receive the message "Transaction Successful" and the status code will go to 200. The user should then begin using the RQS2 screen to complete requisition processing, see Section 8 for more detail.

When the order is created, the order will be checked against the available balance on the DPA. If there are sufficient funds the order will be processed to STARS otherwise the order will fail encumbrance.

21.5.2 DIRECT ORDER ENTRY

To order directly against the DPA in the order database, the department must have an award code on the order, that combined with the obligation number entry, tells TOPS that this is an order against the DPA. The order must reference the DPA on the order to tell TOPS which DPA is being used.

During the direct order entry process, the user should use an award code of 'B' and enter the appropriate DPA number in the obligation number field on the ORD4 transaction. See Section 17, Direct Order Entry, for instructions on entering direct entry orders. All other aspects of direct order entry against a DPA are the same as processing a regular direct entry order.

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CONTRACT RENEWAL PROCESSING

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SECTION 23

CONTRACT RENEWAL PROCESSING

23.1 INTRODUCTION

This section presents the procedures for renewing a contract. Renewing a contract to TOPS is basically extending the expiration date and, if appropriate, adjusting the pricing arrangement.

There are two types of renewals, scheduled and unscheduled. A multi-year contract may have provisions for annual renewals that would involve scheduled renewals. If on the other hand a contract was expiring and was to be replaced but the replacement contract was not going to be ready in time to give continued coverage, the old contract could be extended. That would involve an unscheduled renewal. TOPS initiates scheduled renewals automatically.

23.2 PROCESSING OVERVIEW

Two basic steps must be taken in this process. First, the purchasing functions must be satisfied legally. That is, the vendor must agree to the renewal and the renewal must be consummated with a contract change order. See Section 20, Contract Changes for instructions on how to process a contract change.

Second, after the agreement has been finalized, the contract record in TOPS must be updated with the change agreed to with the vendor. If the contract expiration date is being extended, use the KONT transaction and enter a revised expiration date. Contract price adjustments may be entered on a line by line basis using the KLPC transaction or an across the board adjustment may be made using the KON3 transaction and one of the four renewal options and encumbered funds adjustments may be made using the KACG transaction, if applicable.

For a document flow of the contract changes process, see Section 32, Document Flows.

23.3 PROCESSING DETAIL

Following are the details of the processes to renew a contract on a scheduled or unscheduled basis.

23.3.1 SETTING UP A SCHEDULED RENEWAL

When the contract is awarded, the buyer must set up the first renewal period. There are two basic steps to set up the renewal process. First, the next option date and renewal notice date must be set. Second, if the prices are to be adjusted across the board, the percent increase or decrease must be entered. Normally the percentages will not be set up until the vendor has been contacted and specific percentages agreed upon.

To set the option date and the next renewal date, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the next option date and next renewal notice field and key the desired next option date and next renewal notice date. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To set the adjustment percentages, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to one of the adjustment percentage fields and key the desired percentages. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

23.3.2 EXECUTING A SCHEDULED RENEWAL

Scheduled renewals can be done manually or the buyer can let the system renew the contract automatically. The manual process is divided into three steps. First, to physically renew the contract, the buyer should extend the contract ending date. Second, if the prices are to be adjusted across the board, see section 23.3.1 paragraph three, to set up the adjustment percentages and sets the appropriate Renewal Flag to "R." If the prices are to be adjusted on individual lines, use the procedures in this section. Third, after all approvals have been granted, the buyer must change the Status Code to 570 (Execute Option) on KONT.

The automatic process will be executed unless stopped by the buyer. Thirty working days prior to the End Contract Date on KONT, during the overnight batch process, TOPS will build the appropriate renewal approvals and set the Renewal Flag on KON3 to "Y." The buyer can stop the automatic renewal process by changing the Renewal Flag to "N" on KON3. Otherwise, after the approvals have been done and the contract returned to Active status (Status Code 548), TOPS will renew the contract during the first batch run on or after the existing End Contract Date. The buyer has the option of renewing the contract during the next batch run by Changing the Renewal Flag to "P" on KON3. In either case TOPS will do the following during the batch process. 1) Increment End Order Date, End Contract Date, Next Option Date, and Next Renewal Notice Date by one year. 2) Build KLPC records and execute approved price increases. 3) Reduce Available Options by one. 4) Set appropriate Option Flag and Renewal Flag to "E" (executed). And, 5) print the contract, and if it's a Statewide Contract, also print a Notice of Award.

To change the Renewal Flag, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the Renewal Flag field and key "N," to stop the renewal, "P," for immediate renewal, or "Y," to reset a stopped renewal. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

23.3.3 EXTENDING THE CONTRACT END DATE

If the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the revised end date field and key the desired end date. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

23.3.4 ADJUSTING ALL UNIT PRICES

To adjust all unit prices, if the user has not accomplished section 23.3.1 paragraph three, do that now. If the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 570. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

23.3.5 ADJUSTING UNIT PRICES ON INDIVIDUAL LINES

If the price changes on an individual contract line, using the KLPC transaction, enter the new price. If the user is not viewing the KLPC transaction, key KLPC in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. ADD will appear in the Function Line. Use the tab key to move the cursor to the following fields.

CONTRACT NUMBER: Key desired contract number

LINE NUMBER: Key desired contract line number

EFFECTIVE AFTER: Key date change is to become effective after.

UNIT PRICE: Key new unit price.

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line. TOPS will build the appropriate approvals, IC or IF, based on the percentage change of the price increase.

23.3.6 ADJUSTING DISCOUNTS OFF CATALOG PRICES

Changes in catalog prices are also made on the KLPC screen. To adjust a contract line discount percentage off catalog price, if the user is not viewing the KLPC transaction, key KLPC in the Function Line and press ENTER. ADD will appear in the Function Line. Use the TAB key to move the cursor to the following fields.

CONTRACT NUMBER: Key desired number

LINE NUMBER: Key desired contract line number

EFFECTIVE AFTER: Key date change is to become effective after.

DISCOUNT OFF CATALOG: Key new percentage discount.

% MARK UP: Key new percentage mark up.

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

23.3.7 EXECUTING AN UNSCHEDULED RENEWAL

An unscheduled renewal works basically the same as a scheduled renewal except, there is no renewal notice issued.

The contract end date may be extended using the procedures in paragraph 23.3.3. The prices may be adjusted all at once using the procedures in paragraph 23.3.4. The unit prices may be adjusted individually using the procedures in paragraph 23.3.5.

23.4 UPDATING CONTRACT ENCUMBRANCE ACCOUNTING

***** NOTE:** If the date on KONT needs to be changed, do so before encumbering the contract.

When the amount of an encumbered contract is changed, it may be necessary to adjust or update the accounting record. This is done with the KACG transaction. If the user is not viewing the KACG transaction, key KACG in the Function Line and press ENTER. Adjustment will be made by ADD of a KACG change record, see Section 25, Accounting Interface. A CHANGE to the basic record with an action code I - Increase or R - Reduce will update the change and net amount that can be ordered on a contract. After all entries have been made correctly, press ENTER. If errors do exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 UPDATE SCREEN PROCESSED" at the bottom of the screen and place CHANGE in the Function Line.

CONTRACT REPROCUREMENT PROCESSING

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SECTION 24

CONTRACT RE-PROCUREMENT PROCESSING

24.1 INTRODUCTION

The contract re-procurement process is designed to minimize workload on the buyer to replace the existing contract(s) with new contract(s). This process is automatic up through the point of printing the draft solicitation.

24.2 PROCESSING OVERVIEW

The process keys off the re-procurement date in the contract record. The re-procurement date is the date the re-procurement process should begin in order that the follow-up contract(s) is in place before the current contract(s) expire. This date is normally set in the solicitation which established the contract, but it may be changed after the contract is established. On the re-procurement date, TOPS will gather all contracts with the same SWC (KONT) contract number and create one (1) new requisition for those contracts. If any lines have been added to the contracts, they will be picked up as long as they are different line numbers. If lines were not awarded on the original solicitation, they will be picked up. Using the contract information, TOPS creates a new replacement requisition in the Requisition database. For Statewide contracts, TOPS creates a new solicitation and attaches the new requisition to the new solicitation. TOPS then sets the status code on the new solicitation to 350 which will cause a draft solicitation to be printed and a draft bid list to be prepared.

For a document flow of the contract changes process, see Section 32, Document Flows.

24.3 PROCESSING DETAIL

Following are the processes for setting the re-procurement date and executing the re-procurement process.

24.4 SETTING UP RE-PROCUREMENT

24.4.1 INITIALLY SETTING THE RE-PROCUREMENT DATE

Normally the re-procurement date is set on the solicitation before the award is made so the re-procurement date is carried forward to all the awarded contracts. This is done by setting the date on the SD02 transaction. To set the re-

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procurement date, if the user is not viewing the SD02 transaction, key SD02 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired solicitation number in the solicitation number field and press ENTER. Key CHANGE in the Function Line, TAB to the re-procurement date field and key the desired re-procurement date. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.
Note: This option is only available before the solicitation is awarded.

24.4.2 ADJUSTING THE RE-PROCUREMENT DATE

If for some reason the original re-procurement date is not acceptable the re-procurement date may be adjusted. To adjust the re-procurement date on individual contracts, if the user is not viewing the KON3 transaction, key KON3 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Key CHANGE in the Function Line, TAB to the re-procurement date field and key the desired re-procurement date. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

When there are multiple individual contracts that resulted from a single solicitation, the user can adjust the re-procurement date on all of them at once using the KMAS transaction. To use KMAS the user must obtain the SWC number and the Solicitation Number from one of the contracts being adjusted. The SWC Number is shown on the KONT screen and Solicitation Number is shown on the KON2 screen. These values will carry over to the KMAS screen if the user is on one of the contract header screens (KONT, KON2, KON3) when going to KMAS. However, the user should make note of the values to verify that the correct numbers were carried over. Although the user can leaf to KMAS from any TOPS screen it is best to go to either KONT or KON2 first.

If the user is not viewing the KONT transaction, key KONT in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Write down the

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value shown in the SWC Number field. Key KON2 in the Function Line and press ENTER. If the desired contract number did not carry forward, key INQUIRE in the Function Line and the desired contract number in the contract number field and press ENTER. Write down the value shown in the Solicitation Number field. Key KMAS in the Function Line and press ENTER. Verify that the values shown in the SWC Number and Solicitation Number fields are correct. If they are not, Key CHANGE in the Function Line, TAB to the incorrect field and type in the correct value. TAB to the New Reprocurement Date field and type the desired date and press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the errors using the appropriate transaction. If there are no errors, TOPS will populate the number of Contracts Updated and display "01-+SC08 TRANSACTION SUCCESSFUL" and "01-*L033 NO LINES ADDED" at the bottom of the screen. The date change can be verified by viewing KON3. KMAS will not accept the INQUIRY transaction. KMAS will only accept the CHANGE transaction.

24.5 EXECUTING THE REPROCUREMENT DATE

The re-procurement process is executed automatically by TOPS in the nightly cycle on the day when the re-procurement date is equal to the current date. The resulting requisition will appear on the buyer's workload report and the draft solicitation and bid list will be delivered to the buyer if contract being re-procured is a Statewide Contract. If the contract is an Agency Contract, only the Requisition and its approvals will be built.

ACCOUNTING INTERFACE

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SECTION 25

ACCOUNTING INTERFACE

25.1 INTRODUCTION

The purpose of this section is to describe the function of the accounting interface and describe the procedures to send information to and receive information from STARS.

25.2 PROCESSING OVERVIEW

Requisitions entered in TOPS which require funding must be pre-encumbered before the requisition can be processed to the next stage. While the requisition accounting records are being entered, TOPS validates the entered data elements against the STARS database. Pre-encumbrance can occur in one of two ways: pre-encumbrance into STARS shadow file and pre-encumbrance into STARS master file. To pre-encumber into STARS shadow file, set the requisition (RQS4) status code to 106. To pre-encumber into STARS master file and concurrent with the requisition being forwarded to purchasing, set the requisition (RQS4) status code to 150. All requisitions resulting in orders must be pre-encumbered.

Pre-encumbrances may be adjusted (increased, decreased or canceled). This is accomplished by creating an RACG change record and sending it to STARS in the same manner the original accounting record(s) were sent.

Orders must be encumbered before they can be printed and issued. The orders will be created in the Order database but will not be encumbered. The user must manually set the status code on the order to 438 - Shadow File Post or 439 - Master File Post before it will encumber and print. For orders entered directly in the Order database, if the status code is changed to 438 - Shadow File Post or 439 - Master File Post the order will be encumbered on-line.

To adjust (increase, decrease or cancel) encumbrances the user must create an order change record (OCHG) and create order change accounting records (OCAC). See Section 19 for a detailed discussion of the order change/cancellation process. When the records have been successfully added to TOPS to send the accounting records to STARS set the order change status code to 438 - Shadow File Post or 439 - Master File Post.

For a document flow of the accounting interface process, see Section 32, Document Flows.

25.3 PROCESSING DETAIL

Following are the procedures for creating and adjusting pre-encumbrances and for creating and adjusting encumbrances. Requisition and order records may be set up to pay for the items ordered on a line-by-line basis or on a proportional basis.

For an accounting record to pay for a particular line or a set of lines, the accounting record must contain the from and to associated line numbers. For an accounting record to pay its proportionate amount of the order, leave the from and to line numbers blank on the accounting record.

A requisition or order can use only one method of paying for items. The accounting information may be line oriented or proportionate. The first accounting record entered establishes the method that will be used. The technique is used on the first accounting record must be followed by all other accounting records for that requisition or order.

25.3.1 REQUISITION (PRE-ENCUMBRANCE)

To create a pre-encumbrance on a requisition, the user must create at least one requisition accounting record (RACG).

25.3.1.1 CREATE

To create a requisition accounting record, if the user is not currently viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

REQUISITION NUMBER: Key the desired requisition number.

ACCT LINE NUMBER: Key accounting suffix number. Normally 01, 02, 03, etc. Up to 99.

CHANGE NUMBER: Key 00.

STATUS CODE: Key 0.

ACTION CODE: Key C - Create.

FUND CODE: Key desired fund number.

OBJECT CODE: Key desired object code.

DEPARTMENT: Key desired department code from allotment.

DIVISION: Key desired division code from allotment.

COST CENTER: Key desired cost center.

LINE AMOUNT: Key line amount to be paid from this accounting distribution.

STARS ID: Key your STARS ID

The following fields are OPTIONAL for this transaction:

ACCOUNTING TYPE: Leave blank unless type feature utilized.

AGENCY OBJECT CODE: Key desired agency object code.

PROJECT: Key desired project code.

SUB-PROJECT: Key desired sub-project code.

GRANT: Key desired grant code.

SUB-GRANT: Key desired sub-grant code.

****** NOTE: FROM LINE AND TO LINES ARE ONLY TO BE USED WITH MULTIPLE REQUISITION LINES AND ACCOUNTING SCREENS.**

FROM LINE: An accounting distribution may pay for specific requisition lines. Key the beginning (from) requisition line number that will be paid for by these funds.

TO LINE: Key the ending (to) requisition line number that will be paid for by these funds. ALL requisition lines inclusive of the from and to line numbers will be paid for by these funds.

USER FIELD 1: This field is for agency use. Key the desired agency information.

USER FIELD 2: This field is for agency use. Key the desired agency information.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. In addition, if the transaction fails accounting edits in STARS, those edits will be displayed as reject reasons. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To send the accounting record to STARS, there are two steps. First, if the user is not viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired

requisition number and line number in the requisition and Accounting line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Second, if the user is not viewing the RQS4 transaction, key RQS4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 150 - Master File Post. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "R824W All RACGS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

An encumbrance may fail due to STARS Reason Codes or Errors. If the encumbrance fails, check the RACG screen for Reason Codes 1-4, do a CHANGE function and make the necessary corrections and CHANGE the RACG status code back to 1. Then go to RQS4 and try posting again.

25.3.1.2 INCREASE

To increase a pre-encumbrance on a requisition there must have been a pre-encumbrance established. If the user is not currently viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

REQUISITION NUMBER: Key the desired requisition number.

ACCT LINE NUMBER: Key accounting suffix number. Normally 01, 02, 03, etc. Up to 99.

CHANGE NUMBER: Key 01 or whatever the next change number is.

STATUS CODE: Key 0.

ACTION CODE: Key I - Increase.

FUND CODE: Key desired fund number.

OBJECT CODE: Key desired object code.

DEPARTMENT: Key desired department code from allotment.

DIVISION: Key desired division code from allotment.

COST CENTER: Key desired cost center.

LINE AMOUNT: Key line amount of the increase.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT CODE: Key desired agency object code.

PROJECT: Key desired project code.

SUB-PROJECT: Key desired sub-project code.

GRANT: Key desired grant code.

SUB-GRANT: Key desired sub-grant code.

****** NOTE: FROM LINE AND TO LINES ARE USED ONLY WITH
MULTIPLE ACCOUNTING LINES.**

FROM LINE: An accounting distribution may pay for specific requisition lines. Key the beginning (from) requisition line number that will be paid for by these funds.

TO LINE: Key the ending (to) requisition line number that will be paid for by these funds. ALL requisition lines inclusive of the from and to line numbers will be paid for by these funds.

USER FIELD 1: This field is for agency use. Key the desired agency information.

USER FIELD 2: This field is for agency use. Key the desired agency information.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To send the accounting record to STARS, there are two steps.

First, if the user is not viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number and Accounting line number in the requisition and accounting

line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Second, if the user is not viewing the RQS4 transaction, key RQS4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 150 - Master File Post. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "R824 ALL RACGS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

An encumbrance may fail due to STARS Reason Codes or Errors. If the encumbrance fails, check the RACG screen for Reason Codes 1-4, do a CHANGE function and make the necessary corrections and CHANGE the RACG status code back to 1. Then go to RQS4 and try posting again.

25.3.1.3 DECREASE

To decrease a pre-encumbrance on a requisition there must have been a pre-encumbrance established. If the user is not viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

REQUISITION NUMBER: Key the desired requisition number.

ACCT LINE NUMBER: Key accounting suffix number. Normally 01, 02, 03, etc. Up to 99.

CHANGE NUMBER: Key 01 or whatever the next change number is.

STATUS CODE: Key 0.

ACTION CODE: Key R - Reduce.

FUND CODE: Key desired fund number.

OBJECT CODE: Key desired object code.

DEPARTMENT: Key desired department code from allotment.

DIVISION: Key desired division code from allotment.

COST CENTER: Key desired cost center.

LINE AMOUNT: Key line amount of the decrease.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT CODE: Key desired agency object code.

PROJECT: Key desired project code.

SUB-PROJECT: Key desired sub-project code.

GRANT: Key desired grant code.

SUB-GRANT: Key desired sub-grant.

****** NOTE: FROM LINE AND TO LINES ARE ONLY USED WITH
MULTIPLE ACCOUNTING LINES.**

FROM LINE: An accounting distribution may pay for specific requisition lines. Key the beginning (from) requisition line number that will be paid for by these funds.

TO LINE: Key the ending (to) requisition line number that will be paid for by these funds. ALL requisition lines inclusive of the from and to line numbers will be paid for by these funds.

USER FIELD 1: This field is for agency use. Key the desired agency information.

USER FIELD 2: This field is for agency use. Key the desired agency information.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To send the accounting record to STARS, there are two steps. First, if the user is not viewing the RACG transaction, key RACG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number and accounting line number in the requisition and acct. line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code

field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Second, if the user is not viewing the RQS4 transaction, key RQS4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 150 - Master File Post. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "R824W ALL RACGS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

An encumbrance may fail due to STARS Reason Codes or Errors. If the encumbrance fails, check the RACG screen for Reason Codes 1-4, do a CHANGE function and make the necessary corrections and CHANGE the RACG status code back to 1. Then go to RQS4 and try posting again.

25.3.1.4 CANCEL

To cancel a requisition's accounting distribution(s), it may be accomplished in one of three ways. If the requisition is still in the department, the user must set the RQS4 status code to 196-199. If the requisition is at purchasing, the user must set the RQS2 status code to 296-299. If the requisition is at purchasing and the buyer sends the requisition back to the department by setting the status code to 226, the accounting distribution(s) will be canceled. By canceling or returning the requisition at this status code, all accounting records will be canceled.

IF THE REQUISITION IS IN THE DEPARTMENT: If the user is not viewing the RQS4 transaction, key RQS4 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 196-199. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "R824W ALL RACGS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

IF THE REQUISITION IS IN PURCHASING: If the user is not viewing the RQS2 transaction, key RQS2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 296-299. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "R824W ALL RACGS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

RETURNING THE REQUISITION TO THE DEPARTMENT: If the user is not viewing the RQS2 transaction, key RQS2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired requisition number in the requisition number field and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 226. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "R824W ALL RACGS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

In all the above cases, the requisition accounting record status codes are set to 5 - Canceled. To use this same requisition, new RACG records must be added and processed to accounting. See this section for discussion of pre-encumbering a requisition.

25.3.2 ORDER (ENCUMBRANCE)

This is a very important step in the interface with STARS. When an encumbrance is established this should be viewed as sort of a point of no return. An order cannot be printed without an encumbrance which emphasizes the importance of the encumbrance process. To change an encumbrance takes an official order change.

25.3.2.1 ENCUMBERING THE ORDER

An encumbrance may be created using one of two methods. The first method and one which is more high volume production oriented, is to let TOPS create the encumbrance and print the order without buyer intervention. This is the usual method. The second method is to create the order directly on-line in the Order database and encumber the order on-line.

ENCUMBERING ON-LINE WITHIN THE ORDER DATABASE: For orders entered directly in the Order database change the status

code to 439 - Master File Post. The order will be encumbered on-line.

25.3.3 ORDER CHANGE (ENCUMBRANCE)

TOPS allows an order to be changed including the funding associated with the order. This is accomplished with an order change and an adjustment to the encumbrance that exists in STARS.

See Section 19 for detailed discussion of the order change/cancellation process.

25.3.3.1 INCREASE AN ENCUMBRANCE

To increase an existing encumbrance, first there must be an order change created. See Section 19, Order Change Processing. After the order change is created, the accounting information must be added. To add the accounting distributions, if the user is not currently viewing the OCAC transaction, key OCAC in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key desired order number.

CHG ORDER NUMBER: Key corresponding change order number from OCHG screen.

LINE NUMBER: Key desired accounting line number.

CHANGE NUMBER: Key number of times a change has been made to the accounting line.

STATUS CODE: 400.

ACTION CODE: Key I - Increase.

FUND: If this line existed on the order, will come from order else key desired fund.

OBJECT: If this line existed on the order, will come from order else key desired object.

DEPARTMENT: If this line existed on the order, will come from order else key desired allotment department.

DIVISION: If this line existed on the order, will come from order else key desired allotment division.

COST CENTER: If this line existed on the order, will come from order else key desired cost center.

LINE AMOUNT: Key amount of increase.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT: If this line existed on the order, will come from order else key desired agency object.

PROJECT: If this line existed on the order, will come from order else key desired project.

SUB PROJECT: If this line existed on the order, will come from order else key desired sub-project.

GRANT: If this line existed on the order, will come from order else key desired grant.

SUB GRANT: If this line existed on the order, will come from order else key desired sub-grant.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To send the accounting record to STARS, there are two steps. First, if the user is not viewing the OCAC transaction, key OCAC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and change order number in the order and chg. order number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Second, if the user is not viewing the OCHG transaction, key OCHG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order and change order number in the order and chg. order number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 438 - Shadow File Post or 439 - Master File Post. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL OCACS PASSED

ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

If encumbrance fails, it may be due to STARS errors. Check the OCAC screen for Reason Codes 1-4 and make the necessary changes to the accounting information. You must change the OCAC status code back to 1 and try posting again.

25.3.3.2 DECREASE AN ENCUMBRANCE

The same procedure discussed above for increasing the encumbrance applies to decreasing the encumbrance except when the amount is entered on the OCAC transaction, the Action Code is set to an R - Reduction. All other aspects are the same.

25.3.3.3 CANCEL AN ENCUMBRANCE

For local purchases (Document Types P4, P4A, P4C, and P4E) see section 19.3.1 Complete Order Cancellation Process. For State purchase orders see sections 19.4 - 19.9.3.

These processes will automatically reverse the encumbrance which exists in STARS for that order.

25.3.3.4 ESTABLISH A NEW ENCUMBRANCE

To establish a new encumbrance in addition to the encumbrances that exist on the original order, the user must create an order change as described in Section 19, Order Change Processing. In addition, create an order change accounting record for the new encumbrance. If the user is not currently viewing the OCAC transaction, key OCAC in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NUMBER: Key desired order number.

CHG ORDER NUMBER: Key corresponding change order number from OCHG screen.

LINE NUMBER: Key desired accounting line number. The line number cannot be in the OACG Table. It must be a new line number.

CHANGE NUMBER: Key number of times a change has been made to the accounting line.

STATUS CODE: 0.

ACTION CODE: Key C - Create.

FUND: If this line existed on the order, will come from order else key desired fund.

OBJECT: If this line existed on the order, will come from order else key desired object.

DEPARTMENT: If this line existed on the order, will come from order else key desired department.

DIVISION: If this line existed on the order, will come from order else key desired division.

COST CENTER: If this line existed on the order, will come from order else key desired cost center.

LINE AMOUNT: Key amount of increase.

The following fields are OPTIONAL for this transaction:

AGENCY OBJECT: If this line existed on the order, will come from order else key desired agency object.

PROJECT: If this line existed on the order, will come from order else key desired project.

SUB PROJECT: If this line existed on the order, will come from order else key desired sub project.

GRANT: If this line existed on the order, will come from order else key desired grant.

SUB GRANT: If this line existed on the order, will come from order else key desired sub grant.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

To send the accounting record to STARS, there are two steps. First, if the user is not viewing the OCAC transaction, key OCAC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and change order number in the order and chg. order number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 1. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the

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database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Second, if the user is not viewing the OCHG transaction, key OCHG in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order and change order number in the order and chg. order number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 439 - Master File Post. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL OCACS PASSED ACCOUNTING" at the bottom of the screen and place CHANGE in the Function Line.

If encumbrance fails, it may be due to STARS errors. Check the OCAC screen for Reason Codes 1-4 and make the necessary changes to the accounting information. You must change the OCAC status code back to 1 and try posting again.

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SECTION 26

RECEIPT PROCESSING

26.1 INTRODUCTION

The purpose of this section is to describe the procedures for entering receipts of goods and services into TOPS.

26.2 PROCESSING OVERVIEW

To begin the process, a purchase order record must exist in TOPS before a receipt can be recorded. This order may have been awarded through the requisition and solicitation process or it may have been entered directly into the ORDER database.

All receipts against an order may be recorded at once or there may be multiple receipts against the order. Each receipt consists of a receipt header record which contains certain basic information about the receipt as a whole and at least one receipt line record. The receipt line record contains the quantity received against that line of the order. The quantity received cannot be greater than 10% over the quantity ordered.

Receipt information is ultimately used at payment time to compare to the invoiced information.

For a document flow of the receiving process, see Section 32, Document Flows.

26.3 PROCESSING DETAIL

Following are the procedures for entering and maintaining receipts into TOPS.

NOTE: It is good practice to first inquire on the OQTY screen for the purchase order number you want to receive. If the order number does come up, the order is ready to receive. If the screen skips to another order or displays a "Not Authorized to Access" message at the bottom of the screen, the order is not yet ready to receive. Wait until the next day and try the OQTY inquiry again. A successful nightly processing must occur after an order has been printed before it can be received.

26.3.1 MAINTAIN RECEIPT HEADER

There must be a receipt header for every receipt entered into TOPS. To enter a receipt header, if the user is not

viewing the OREC transaction, key OREC in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NO: Key order number from purchase order.

AGENCY RECEIVER #: Key initials of person who received item(s).

RECEIPT DATE: Key date from receiving document.

PARTIAL/FINAL: Key P for partial or F for final.

The following fields are OPTIONAL for this transaction:

RECEIVING SEQUENCE NUMBER: Created by TOPS on an ADD.

STATUS CODE: Defaults to 600.

VENDOR NUMBER SUFFIX: Defaults to order vendor suffix, may be changed if necessary

CARRIER: Name of carrier.

COMMENTS: Comments regarding receipt.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

When TOPS creates a receiver number, the user should write the TOPS receiver number on the receiving document to be used for future reference.

26.3.2 CREATING RECEIVER LINES

To create receiver lines, after the receiver header has been entered, TAB to the status code field and change the status code to 620, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The OREC transaction creates a receiving line for each of the original order lines in preparation for entering the quantities received.

26.3.3 RECORDING RECEIVED QUANTITIES AGAINST LINES

To record quantities against receiver lines, if the user is not viewing the ORLN transaction, key ORLN in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number, receiver number and line number in the order number, receiver number and line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and key the desired data:

QTY RECEIVED: Key the quantity received from the receiving report.

PARTIAL/FINAL: Key P or F if different from indicated value.

SPECIAL CONDITION: (See the SP table of BTAB for a complete listing of all special condition codes). Key special condition code as indicated on the receiving report.

Repeat the above for each line on the screen. If the desired line is not on the screen, using the above procedure inquire the desired line, then record the quantity received.

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

26.3.4 POSTING THE RECEIPTS

To post the received quantities against the order and delete lines for which no quantities were received, if the user is not viewing the OREC transaction, key OREC in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and receiver number in the order and receiver number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key either 625 or 630. If the Fixed Asset Flag on the ORLN screen is "Y" or "S", OREC must be posted with 630.

Changing the status code to 625 simply posts the received lines. This status can not be used with property items.

Changing the status code to 630 will automatically build an invoice header and invoice lines with quantities that match

those received. If for some reason, the receiving must be changed, the OREC status code needs to be changed back to 620. *This will delete the invoice record. Re-setting the status code to 630 will re-build the invoicing screens.* The system will require status 630 when receiving property items.

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

26.3.5 CANCELLING A RECEIPT SEQUENCE

To cancel a receiving sequence if the user is not currently viewing the OREC screen, key OREC in the Function Line and press ENTER. Key inquire in the Function Line and TAB to the order number and receiving sequence number fields and key the desired numbers and press ENTER. If the status code is not 620, key CHANGE in the Function Line and TAB to the status code field and key 620 and press enter. Next, key ORLN in the Function Line and press ENTER. On the ORLN screen check that all lines have 0 as the Quantity Received. If any line does not have 0, key CHANGE in the Function line, TAB to the Quantity field, replace the shown amount with 0, and press ENTER.

If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

After zeroing the line quantities, key OREC in the Function Line and press ENTER. After returning to the OREC screen, key CHANGE in the Function Line, TAB to status code and type 696, and press ENTER.

If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

When the complete quantity of the entire order has been received, TOPS will automatically set the order status code to 480 - Order Closed.

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SECTION 27

INVOICE PROCESSING

27.1 INTRODUCTION

The purpose of this section is to describe the procedures for entering invoices for goods and services into TOPS.

27.2 PROCESSING OVERVIEW

To begin the process, a purchase order record must exist in TOPS before an invoice can be recorded. This order may have been awarded through the requisition and solicitation process or it may have been entered directly into the Order database.

All invoices against an order may be recorded at once or there may be multiple invoices against the order. Each invoice consists of an invoice header record which contains certain basic information about the invoice as a whole and at least one invoice line record. The invoice line record contains the quantity and any adjustment to the amount for that line of the order. The quantity invoiced cannot be greater than 10% over the quantity ordered. The unit price is not allowed to be changed on the invoice line.

Invoice information is ultimately used at payment time to compare to the received and order information. Invoice information is not necessary to pay a vendor, but routinely invoice information is entered.

For a document flow of the invoice process, see Section 32, Document Flows.

27.3 PROCESSING DETAIL

Following are the procedures for entering and maintaining invoices into TOPS.

27.3.1 MAINTAIN INVOICE HEADER

Remember when the receiving header record (OREC) has been posted at status code 630, the invoice header and lines will automatically build. If this status code was used, simply inquire on the OINV screen for the desired purchase order.

There must be an invoice header for every invoice entered into TOPS. To enter an invoice header when OREC status code 625 was used, if the user is not viewing the OINV

transaction, key OINV in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NO: Key order number.

VENDOR INVOICE NUMBER: Key vendor invoice number

INVOICE DATE: Key date from vendor's invoice.

AMT OF INVOICE: Key total amount of invoice.

PARTIAL/FINAL: Key P for partial or F for final invoice.

The following fields are OPTIONAL for this transaction:

SEQUENCE NO: The sequence number is automatically added by TOPS.

STATUS CODE: will default to 600

DUE DATE: will default to 30 days after invoice date

DISCOUNT PERCENT: If entered, must be equal to or greater than percent on order.

DISCOUNT PERIOD: If entered, must be equal to or greater than period on order.

NET PERIOD: If entered, must be equal to or greater than period on order.

STARS DESCRIPT: Key comments.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

When TOPS creates the invoice sequence number, the user should write the sequence number on the vendor's invoice for future reference.

27.3.2 CREATING INVOICE LINES

Remember when the receiving header record (OREC) has been posted at status code 630, the invoice header and lines will automatically build. If this status code was used,

simply inquire on the OINV screen for the desired purchase order

To create invoice lines when status code 625 has been used on OREC, after the invoice header has been entered, TAB to the status code field and CHANGE the status code to 620, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

The OINV transaction will create an invoice line for each of the original order lines in preparation for entering the invoice amounts.

27.3.3 RECORDING AMOUNTS AGAINST INVOICE LINES

To record amounts against invoice lines, if the user is not viewing the OILN transaction, key OILN in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number, sequence number and line number in the order, sequence and line number fields and press ENTER. Key CHANGE in the Function Line, TAB to the following fields and key the desired data:

QTY INV

Key the invoice quantity. The quantity cannot exceed the ordered quantity by 10%.

PARTIAL/FINAL: Key P or F if different from indicated value.

The following fields are OPTIONAL for this transaction:

ADJUSTED AMOUNT: Key the amount to be adjusted due to shipping or handling charges, etc. The adjusted amount plus cost of item cannot exceed the original price by 10%.

SPECIAL CONDITION: Key special condition code as indicated on the receiving report. See SP table of BTAB for a complete list of special condition codes.

Repeat the above for each line on the screen. If the desired line is not on the screen, using the above procedure inquire the desired line, then record the invoice information.

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will

update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

27.3.4 POSTING THE INVOICES

To post the invoiced quantities against the order and delete lines for which no quantities were invoiced, if the user is not viewing the OINV transaction, key OINV in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and receiver number in the order and receiver number fields and press ENTER. Key CHANGE in the Function Line, TAB to the status code field and key 625. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Closing the OINV transaction builds the OPAY transaction for payment processing and the OFIX/OFI2 transactions for interacting with POST (Property system) when required.

27.3.5 CANCELLING AN INVOICE SEQUENCE

To cancel an invoice sequence, if the user is not currently viewing the OINV screen, key OINV in the function Line and press ENTER. Key INQUIRE in the Function Line and tab to the desired order number and invoice sequence number in those fields and press ENTER. If the status code is not 620, key CHANGE in the Function Line and TAB to the status code field and key 620 and press enter. Next, key OILN in the Function Line and press ENTER. On the OILN screen check that all lines have 0 as the Quantity Invoiced. If any line does not have 0, key CHANGE in the Function line, TAB to the Quantity field, replace the shown amount with 0, and press ENTER.

If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

After zeroing the line quantities, key OINV in the Function Line and press ENTER. After returning to the OINV screen, key CHANGE in the Function line, TAB to status code and type 696, and press ENTER.

If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered

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data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

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SECTION 28

PAYMENT PROCESSING

28.1 INTRODUCTION

The purpose of this section is to describe the procedures for processing payments in TOPS. Payments in TOPS may be processed with receiving and/or invoice records or without them, but in no case can a payment be processed in TOPS without an order record. To process a payment without an order, the user must process it directly into STARS.

28.2 PROCESSING OVERVIEW

For a document flow of the payment process, see Section 32, Document Flows.

28.2.1 PROCESSING PAYMENTS WITH INVOICES

The routine method of processing payments is to first process a receipt against the order then process an invoice against the order and finally process a payment against the invoice. In real life, partial receipts generate multiple receiving documents which may be followed by multiple invoices or combined on one invoice. Consequently, TOPS must be capable of processing these and other combinations of receiving documents and invoices.

As the invoices are processed, corresponding payment records are built to be available for payment approval. When the invoice is processed to the office for payment approval, using the order number and the invoice sequence number annotated on the vendor's invoice, the approving official will retrieve the payment records for the order and invoice sequence number. The approving official will record certain information needed by STARS and approve the lines to be paid. Normally, a line will be paid in full, but TOPS provides the ability to process a payment for only part of a line. This is accomplished by changing the adjusted amount to increase or decrease the amount to be paid. In no case can the adjustment be increased to be more than what is due.

When the approving official sets the approval indicator, the OPAY transaction will prepare the payment record for nightly processing.

28.2.2 PROCESSING PAYMENTS WITHOUT INVOICES

Processing a payment against an order for which there is no invoice is the exception, however, there are legitimate

circumstances that require payment without invoice. In no case can a payment be processed in TOPS without an order. To process a payment without an order, the user must process it directly into STARS.

To process payment without an invoice in TOPS, the user must first manually add the payment record. The approving official must enter the amount to be paid as the adjusted amount because there is no invoice amount. An approval record is automatically built in the Approval database which must be manually approved by someone other than the normal approving official. Once the approval to process without an invoice is obtained, then the approving official can approve the payment record for processing to STARS.

When the approving official sets the approval indicator, the OPAY transaction will prepare the payment record for nightly processing.

28.2.3 BATCH PROCESSING OF PAYMENT RECORDS

On a nightly basis, TOPS will extract all payment records approved since the last extract, add STARS batch processing control information to the records and prepare an interface file of the records for STARS processing. In addition, TOPS will prepare a file of all records processed to STARS for later reference and if needed, to assist in recovery.

28.3 PROCESSING DETAIL

Following are the procedures for entering and processing payments in TOPS.

28.3.1 PROCESSING PAYMENTS WITH INVOICE

To pay an invoice in TOPS, the invoice must first be entered in TOPS using the procedures in Section 27, Invoice Processing. This process will create the necessary OPAY records for approval.

To process payments, if the user is not viewing the OPAY transaction, key OPAY in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and invoice sequence number in the order and sequence number fields and press ENTER. Key CHANGE in the Function line:

All lines showing on the screen may be approved at once, use the TAB key to move the cursor to the following fields:

APPROVE LINES: Key A

STARS Id: Key your STARS ID

CURRENT DOCUMENT NUMBER: Key current doc or voucher number

BATCH INFO NUMBER: Key batch number, must begin with a "T"

DEPARTMENT/DIVISION: Key paying department/division

EFFECTIVE DATE: will default to current date, else key desired date.

PARITAL/FINAL INDICATOR: Key a "P" unless this is the LAST payment sequence to be processed against this order or key "P" for all Agency Term Contracts release orders. For Final payment on all orders except Agency Term Contract release order key "F".

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

If only some of the lines are to be approved, skip over the APPROVE LINES field, and key all other fields as above. Additionally TAB to the Approve Code for each line to be approved and key A (beside the Amount to Pay field). When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

Approval can only be granted for those lines displayed on the OPAY screen. OPAY provides the ability to approve three lines at a time. If an order has more than three lines, the user must approve the first three lines, then inquire on the next three lines and approve them and so on, until all lines invoiced are approved for payment.

28.3.2 PROCESSING PAYMENTS WITHOUT INVOICE

F&A Accounts does not accept payments without an invoice. Therefore, this section is not active in TOPS and is only included here because it is part of the base system from which TOPS was developed.

To pay a vendor without first processing an invoice in TOPS, the user must create the OPAY records, gain approval to pay without an invoice and finally approve the OPAY records for processing into STARS.

28.3.2.1 CREATING THE PAYMENT RECORDS

If the user is not currently viewing the OPAY transaction, key OPAY in the Function line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

ORDER NO: Key the desired order number.

RECEIVER: Key N.

INVOICE: Key N.

STARS ID: Key your STARS USERID.

CURRENT DOC #: Key the current document number.

BATCH NO: Key the desired batch number.

DEPT/DIV: Key the paying department and division (allotment) code.

EFFECTIVE DATE: Key the desired effective date.

PARTIAL/FINAL: Key P for partial and F for final.

LINE NO: Key the order line number from the order.

AMT ADJUSTED: Key the amount to be paid in the adjusted amount.

If desired, repeat the above for second and third line on the OPAY transaction.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

28.3.2.2 AUTHORIZING PAYMENT WITHOUT AN INVOICE

For all payments entered into TOPS without an invoice, TOPS will automatically create an approval (PAPV) record which must be approved before the payment can be processed to STARS. The above process will create PAPV approval records. To approve these records, see Section 29, Approval Processing.

28.3.2.3 APPROVING PAYMENT RECORDS WITHOUT AN INVOICE

Once the PAPV approval records have been approved, the payment can be processed to STARS. If the user attempts to

approve a non-invoice OPAY transaction, TOPS will reject the attempt.

To process an approved OPAY record, if the user is not viewing the OPAY transaction, key OPAY in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number and sequence number in the order and sequence number fields and press ENTER. Key CHANGE in the Function Line, TAB to the approve lines field and key A. When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

28.3.3 FORWARDING PAYMENT RECORDS TO STARS

On a nightly basis, all OPAY records approved since the last nightly cycle will be extracted, processed, added to a STARS interface file and sent to STARS for processing. STARS will process these payment transactions using the standard STARS edits. Any transactions which reject will appear on the STARS reject listing. Changes to these transactions must be processed directly in STARS.

The likelihood of errors is extremely small because in most cases, the accounting transactions would have already passed pre-encumbrance and encumbrance edits.

In addition, TOPS creates a table of all transactions sent to STARS for user viewing, reporting and if necessary, recovery.

28.3.4 INQUIRING PRIOR PAYMENT RECORDS SENT TO STARS

To inquire payments sent to STARS, if the user is not viewing the OPAY transaction, key OPAY in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired order number, batch and department/division and press ENTER.

APPROVAL PROCESSING

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SECTION 29

APPROVAL PROCESSING

29.1 INTRODUCTION

The purpose of this section is to describe the procedures for processing approvals in TOPS. Approvals in TOPS to a great degree emulate the manual process of approvals that existed in the State. Essentially, the manual approval process has been systematized into electronic approvals.

29.2 PROCESSING OVERVIEW

There are many types of approvals required during the purchasing process. See the IA Table of BTAB for the list of approval types. The approval process is based upon a file of approving officials and the types of approvals they are authorized to affect. This file of approvers and their types of approvals was built partially from a survey of the departments in the State. This file of approvers is available for TOPS to use in selecting approvers to build approval records. This file is also available to the user to identify approvers and their alternates when one must manually add approval records.

As a document enters TOPS as a requisition and moves through the various phases of purchasing, TOPS will automatically pull approvers from the basic approval table, create approval records and associate them to the document by the document number. In the requisition phase, the requisition number is used to relate the approvals to the document. In the solicitation phase, the solicitation number is used to relate the approvals to the document. In the order phase, the order number is used to relate the approvals to the document and so on.

The automatic approvals are based upon predetermined logic existing in various programs and are tied to critical data elements on the records. For example, as the requisition header is entered, TOPS will add agency approvals based upon the requisitioning agency number. Other approvals are based upon commodity codes being purchased while other approvals are based upon trade-ins and used equipment purchases.

Approving officials must check TOPS, on a regular basis, to determine if an approval record has been created which requires their approval. These approving officials are essentially checking their electronic in-baskets to see if any documents are awaiting approval.

If documents need to be approved, the official reviews the document electronically and electronically approves or disapproves the document, no other action is allowed. Documents remain in the "waiting approval" status until either approved or disapproved. Approvals must be processed in sequence, however if set up in this manner, several approvers may have the same sequence number. Approvers having the same sequence number may process the document concurrently.

There are critical points in the life of a purchasing document. All existing approval records linked to the document must be approved before the document can process past the critical point. For example, all agency approvals must be granted prior to the requisition being allowed to be processed by purchasing. Likewise, all purchasing approvals must be granted before the final solicitation can be printed or award made.

Not all circumstances can be predetermined with the approvals being added automatically. Some conditions will require that the user manually add approval records to the approval table. Even though these records are manually added, they are viewed and processed in the same manner as approval records automatically created by TOPS. (Note: Manually created approvals can only be approved or disapproved by the approver for whom they are built.)

For a document flow of the approval process, see Section 32, Document Flows.

29.3 PROCESSING DETAILS

Following are the details for automatically adding approvals for purchasing documents, manually adding approvals and approving the purchasing documents.

29.3.1 AUTOMATICALLY ESTABLISHING APPROVALS

TOPS will automatically add approvals for documents being processed. Depending upon the stage the document is at and the characteristics of the document, different type approvals will be added by TOPS. In addition, approvals may be manually added to the Approval database. All existing approvals must be approved before a document can be moved from one stage of its life to another.

29.3.1.1 DURING REQUISITION PROCESSING

The requisition processing phase of the requisition applies to all activities associated with entering the requisition, entering the commodities to be purchased and obtaining the funds for the requisition. The requisition phase begins

when the requisition is entered into TOPS and ends when the status code is changed to 150.

Following are some of the types of approvals applied during the requisition phase:

- AA Agency approvals
- BU Budget Approvals
- CA Commodity Approvals
- TI Trade-In Equipment Approvals
- UE Used Equipment Approvals

All approvals must be obtained before the status code on the requisition can be changed to 150.

29.3.1.2 DURING PRE-SOLICITATION PROCESSING

The pre-solicitation phase encompasses those activities from supervisor review to printing the final solicitation. Specifically, this includes those steps from the time the requisition arrives in purchasing to the time the solicitation status code is set to 360 - Print Final Solicitation.

These are some of the types of approvals that may be applied during the pre-solicitation phase:

- BS Board of Standards
- DB DPA from Bid
- IN Special delegation on informal bid
- MM Multi Step Mandatory
- MO Multi Step Optional
- MY Multi Year
- OT One-Time Purchase
- PP Proprietary Purchase
- RA Re-Advertisement
- SM Solicitation Amendment
- SS Single Source
- SW State-Wide Contract
- TC Term Contract for Agency

All approvals must be obtained before the status code on the solicitation can be change to 360 - Print Final Solicitation.

29.3.1.3 DURING PRE-AWARD PROCESSING

The pre-award phase encompasses those activities from printing the final solicitation to setting the award flags on the vendor's bids. Specifically, this includes those steps from the time the solicitation status code is set to 360 - Print Final Solicitation to the time the status code is set to 380 - Partial Award or 385 - Final Award.

These are the types of approvals that may be used in the pre-award phase:

- BA Board of Standards Approval of Award
- 1B One Bid Returned
- BW Bid Amendment or Withdrawal
- ET Exception to Terms
- IF Increase in Funds
- MO Multi Step Optional
- OL Other Than Low Bid

All approvals must be obtained before the status code on the solicitation can be changed to 380 - Partial Award or 385 - Final Award.

29.3.1.4 DURING POST-AWARD PROCESSING

The post-award phase encompasses those activities from setting award to setting the status code to completed or cancelled. Specifically, this includes those steps from the time the award is made until the order or contract is purged from TOPS.

These are some of the types of approvals that can be applied during the post-award phase:

- DB DPA from Bid (Increase max dollar amount)
- IF Increase in Funds
- KA Contract Maximum Amount
- MM Multi Step Mandatory Amendment
- MO Multi Step Optional Amendment
- OA One Time Award Amendment
- SA State-Wide Contract Amendment
- TA Term Contract Amendment
- Y1 First Renewal including price increases
- Y2 Second Renewal including price increases
- Y3 Third Renewal including price increases
- Y4 Fourth Renewal including price increases

All approvals must be obtained before the specific function can be performed on the order or contract.

29.4 INQUIRING WAITING APPROVALS

TOPS allows an approver and his/her alternates to see all documents awaiting his/her approval by using the PAPI transaction.

All approvers should check TOPS regularly for those documents waiting his/her approval. The PAPI transaction shows a list of documents for which the approver is primary approver. An approver can approve documents for which he/she is a primary or alternate approver.

If the user is not viewing the PAPI transaction, key PAPI in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired approval USERID in the approval USERID field and space through the password or last four digits, key status code 001 and approval code W and press ENTER. PAPI will show all documents waiting approval for the entered USERID.

To inquire all approvals required for a particular document, use the PAPS transaction. PAPS will show all approvals waiting, approved, disapproved, or cancelled for the requested document by approval type. If the user is not viewing the PAPS transaction, key PAPS in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired document number in the document number field and press ENTER.

The PAP2 transaction shows a summary of approval and line item information for each document requiring approval. If the user is not viewing the PAP2 transaction, key PAP2 in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired document number in the document number field.

29.5 APPROVING A DOCUMENT

To approve a document, if the user is not viewing the PAPV transaction, key PAPV in the Function Line and press ENTER. Key INQUIRE in the Function Line and the desired document number in the document number field and hold the space bar down until the cursor passes the Suffix field and then press ENTER. Press ENTER until the sequence waiting for you appears. Key CHANGE in the Function Line, TAB to the following fields and key the following:

AUTHORIZATION CODE: Key your authorization code. This code will not display on the screen.

APPROVAL CODE: To approve the document key A, to disapprove the document key D.

If the user desires to disapprove the document, the user must enter either a DISAPPROVAL REASON code or record COMMENTS. The RD table of BTAB lists all disapproval reason codes. Approval reason codes are used by Central Purchasing to code Emergency Purchase Orders. Reference AR table of BTAB.

When all fields have been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will

update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

29.6 MANUALLY ADDING APPROVALS

In addition to the approvals automatically added by TOPS, the user may manually add approvals to the Approval database. Both the user adding the approval and the approver for whom the approval is being added must have maintenance authority on their BAAT security record for the Requisitioning Agency listed on the document to be approved. Additionally, the approver must have the APVR security group on his/her STAB security record.

To manually add an approver to a document in the Approval database, if the user is not viewing the PAPV transaction, key PAPV in the Function Line and press ENTER. Key CLEAR in the Function Line and press ENTER. The screen will refresh with ADD in the Function Line. Use the TAB key to move the cursor to the following required fields and key the desired data:

DOCUMENT NUMBER: Key the requisition, solicitation, order or contract number requiring approval.

SUFFIX: Key "00", or the solicitation amendment number, order change number or contract change number.

APPROVAL SEQ: Key the desired approval sequence number for this approval, usually the next available sequence.

APPROVAL TYPE: Key the approval type from the BAPV Table for the approver. ***See the IA Table in BTAB for a complete list of approval types.

APPROVAL CATEGORY: Key the category from the BAPV Table for the approver. ***See the CG Table in BTAB for a complete list of approval categories.

APPROVER'S AGENCY: Key the approver's agency from the BAPV Table for the approver.

APPROVER: Key the approver USERID from the BAPV Table for the approver. Space through the password or last four digits.

STAGE TO BE APPLIED: Key the stage in which this approval is to be applied. 1 - Requisition, 2 - Pre-Solicitation, 3 - Pre-Award, 4 - Post-Award.

AUTHORIZATION: Key your four character authorization code. This code will not display on the screen.

The following fields are OPTIONAL for this transaction:

APPROVE/DISAPPROVE: Leave this field blank. TOPS will default to either N for No Action Taken or W for Waiting Approval.

After all appropriate fields are completed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the keyed data and press ENTER. If errors do not exist, TOPS will update the database and display "SC08 TRANSACTION SUCCESSFUL" and "L030 ALL LINES ADDED" at the bottom of the screen and place CHANGE in the Function Line.

NOTE: If an approver is the last approver in the sequence and the approver wishes to manually add another approver, they should add the approver before approving their own sequence. This will prevent the status code from changing on the document before all approvals are actually met. Also, manually created approvals can be deleted if it is learned they are not needed. However, the approval must be deleted before it is either approved or disapproved.

TEXT PROCESSING

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SECTION 30

TEXT PROCESSING

30.1 INTRODUCTION

The purpose of this section is to describe the procedures for adding or changing text in TOPS. Due to the nature of the purchasing function, text is used in many places in TOPS and is extremely important to the success of TOPS. All purchasing documents produced by TOPS will contain text of some nature.

30.2 PROCESSING OVERVIEW

Text processing in TOPS identifies a group of transactions that are used to enter and maintain free-form text. Text processing in TOPS is not as sophisticated as a word processor on the PC because the mainframe computer does not operate in the manner required for interactive word processing.

There are some minor differences among TOPS text transactions, but the transactions function basically the same and can be discussed as a group without fear of confusion. There are two basic types of text transactions, those that require a text type indicator and those that do not. There are only a few text transactions which require a text indicator. A text indicator tells TOPS that the text is grouped or segmented in some fashion and should be treated differently when printed. Commodity description is an example of this type text. The various commodity description text types are used by TOPS to determine what parts of the commodity description are to print on which documents.

The majority of TOPS text transactions do not require a text indicator. Typical of this type transaction is RNTE, RVTX, RTXL, ONTE, etc.

30.3 PROCESSING DETAIL

In TOPS, text processing transactions may be grouped together generically:

GENERAL TEXT PROCESSING TRANSACTIONS:

ASDT - Sub-Agency Special Delivery Text
VNTE - Vendor Notes

OVTX - Order Vendor Text
ONTE - Order Notes
KVTX - Contract Vendor Text
KNOA - Contract Notice of Award Text
KNTE - Contract Notes
KCTX - Contract Change Text
RNTE - Requisition Notes
RLTX - Requisition Line Text
RTXL - Requisition Specification Text Lines
RTXT - Requisition Specification Text Attachment
RVTX - Requisition Vendor Text
SNTE - Solicitation Notes
SVTX - Solicitation Vendor Text
SATT - Solicitation Attachment Text
TXLN - Text Database Text

COMMODITY DESCRIPTION TRANSACTION:

CSPC - Commodity Description

TEXT COPY AND MODIFY TRANSACTION:

OMOD - Order Commodity Description Modifications
OCMD - Order Change Commodity Description Modifications
OCTX - Order Change Text
KMOD - Contract Commodity Description Modifications
RMOD - Requisition Commodity Description Modifications
STXL - Solicitation Text Modifications
SPCM - Solicitation Commodity Comparison Matrix Modifications

PRODUCT COMPARISON MATRIX TRANSACTION:

CPCM - Commodity Comparison Matrix

There are several types of text transactions in TOPS, all of which operate essentially the same way. With the exception of TXLN, all transactions have a primary screen, for example SVTX, and a secondary screen, for example SVT2. The primary transaction is used for the actual input of text and the secondary transactions are solely for the insertion and deletion of text lines. REMEMBER: All text screens except TXLN have a secondary screen for inserts and deletes and the secondary screen has a two (2) in the last position of the transaction name except for SAT3 for solicitation attachment text. (**Note:** The text transaction screens are currently being updated to eliminate the secondary screen used for inserting and deleting lines. As of this update, only TXLN has been implemented into production.)

For all text screens there must be another transaction performed to create a parent record for the text transaction. For example, one cannot have order notes unless an order exists.

To call up a text transaction, key the text transaction in the Function Line and press ENTER. Key GET in the Function Line and the desired record number in the record number field and press ENTER. If text exists, the correct text record will appear otherwise, a blank screen will appear ready for text to be added. The text line counter will show the number of lines of text that exist.

30.3.1 CREATING TEXT

To create text, key the text transaction in the Function Line and press ENTER. Key GET in the Function Line and the desired record number in the record number field and press ENTER. If text exists, it will be displayed. If not, a screen ready for text to be entered will be displayed. A Period in column one of the text area means that no text exists on that line. Key CHANGE in the Function Line, TAB to the text area and key the desired text in the text area. When all text has been keyed, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

NOTE: The user may indent as needed and may place blank lines in the text by spacing out the period. All lines must be filled or the periods spaced out on a screen in order to GET another screen in which to add additional text lines.

30.3.1.1 CREATING COMMODITY DESCRIPTIONS

When creating commodity descriptions, you must enter a commodity text type to the left of each line of commodity description. See Section 4, Commodity Database for a discussion of the various commodity text type codes.

30.3.1.2 COPY AND MODIFY TEXT

To copy and modify text in TOPS means to copy standard text from the TEXT or Commodity database to a purchasing document and modify it just for that document without affecting the original text.

The copy and modify text transactions are discussed above. When the text first appears on the screen it is exactly as the original. If the user makes a single key stroke change to the text, the text will be saved in its entirety and retained for use with that purchasing document. For example, a term and condition existing in the Text database may need to be slightly modified for a particular solicitation. The user may reference that text, use the STXL transaction to see the actual text from the Text database and change the text as needed. When the changes are made, the text is saved for that solicitation without affecting the original text in the Text database.

If the user is not viewing the desired text transaction, key the desired text transaction in the Function Line and press ENTER. Key GET in the Function Line and the desired record key in the record key field and press ENTER. Key CHANGE in the Function Line, TAB to the first text line and key the desired text. When all text has been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

30.3.1.3 PRODUCT COMPARISON MATRIX

The product comparison matrix text transaction (CPCM) works like other text transactions except the CPCM transaction is columnar in appearance. The user must be aware that the text must be keyed carefully so that the correct text remains in the corresponding column.

30.3.2 CHANGING GENERAL TEXT

To change text in TOPS, the user must retrieve the desired text and key the changes over the existing text. If the user is not viewing the desired text transaction, key the desired text transaction in the Function Line and press ENTER. Key GET in the Function Line and the desired record key in the record key fields and press ENTER. Key CHANGE in the Function Line, TAB to the text line to be changed and key the desired text. When all

text has been entered correctly, press ENTER. If errors exist, TOPS will display error messages at the bottom of the screen. The user must correct the entered data and press ENTER. If errors do not exist, TOPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

30.3.3 INSERTING AND DELETING TEXT LINES

As stated previously, each text transaction has a secondary screen for inserting and deleting text. To insert or delete text several conditions have to be met:

The user has to be in the secondary screen.

The area to which text is to be inserted or deleted from must be on the screen.

The user can only insert or delete as many lines as are shown on the screen.

To insert or delete text from the primary text transaction, key the secondary text transaction in the Function Line or key CHANGE without making any changes and press ENTER. The secondary screen will appear. Key CHANGE in the Function Line, TAB to the action column next to the line to be deleted and key D or TAB to the action column next to the line to be inserted and key I and press ENTER. If the user keyed D, the primary screen will return with all lines that were not deleted present. If the user keys I, the primary screen will return with the line after which the text is to be inserted displayed followed by a blank screen ready for text to be entered. Key CHANGE in the Function Line and key the desired text. When complete press ENTER.

30.3.4 HOW TO ENTER MORE LINES WHEN THE SCREEN IS FULL

Key GET in the Function Line, key B in the SCROLL ACTION and press ENTER. This will move the bottom line to the top of the text area and allow more text to be entered.

30.3.5 SCROLLING THROUGH A DOCUMENT

30.3.5.1 SCROLLING DOWN

To scroll down in a document a page at a time, key GET in the Function Line, key D in the SCROLL ACTION and press ENTER. TOPS

will move you down the document one page. Continue to press ENTER to scroll down the document.

30.3.5.2 SCROLLING UP

To scroll up in a document a page at a time, key GET in the Function Line, key U in the SCROLL ACTION and press ENTER. TOPS will move you up the document one page. Continue to press ENTER to scroll up the document.

30.3.5.3 SCROLLING TO THE BOTTOM

To scroll to the bottom of a document, key GET in the Function Line, key B in the SCROLL ACTION and press ENTER. TOPS will move you directly to the bottom of the document.

30.3.5.4 SCROLLING TO THE TOP

To scroll to the top or beginning of a document, key GET in the Function Line, key T in the SCROLL ACTION and press ENTER. TOPS will move you to the beginning of the document.

30.3.5.5 SCROLLING TO A LINE

To scroll to a specific line number, key GET in the Function Line, key R in the SCROLL ACTION, key the relative line number in the line number field and press ENTER. TOPS will move you to that relative line number.

30.3.6 ADDING TEXT AT THE TOP OF A DOCUMENT

To add text at the top of the beginning of a document, key GET in the Function Line, key T in the SCROLL ACTION and press ENTER. This will move to the top of the document. Key U in the SCROLL ACTION and press ENTER. This will create a blank line at the top of the document. Key the desired text and press ENTER.

30.3.7 UPLOADING TEXT FROM A PERSONAL COMPUTER

Text can be created on the personal computer, saved as an ASCII file, and up-loaded into TOPS. The following rules must be followed when creating the text:

DO NOT use formatting options such as TABS, CENTERING, UNDERLINING, BOLD, etc. The mainframe does not recognize these formats.

The text can only be 70 characters wide. So make sure that your margins are set on zero and 70.

When you have entered the text, be sure you run a spell check, proof and correct the date. Save the file as an ASCII file. Give the file a name with the extension of ".ASC".

Notify the TOPS system administrator that you want the file moved to the mainframe.

The system administrator will:

If the text reference does not exist in the Text database, create a text reference in the Text database using the procedures in Section 5, Text Database.

If the text reference existed, proceed to the next step.

Execute program to move the file to the mainframe and upload it to the Text database.

30.3.8 WHERE THE VARIOUS TEXT PRINTS

SNTE: Solicitation notes print on Late Milestone Report.

CSPC: TYPE A = Prints on commodity reports.

TYPE B = Prints on commodity reports.

TYPE C = Prints on solicitations, contracts and orders.
First two lines print on bid tabulations.

TYPE D = Prints on solicitations.

TYPE E = Prints on solicitations, bid tabulations and orders.

TYPE F = Does not print.

RMOD: TYPE B = Prints on solicitations and orders.

30.3.8.1 GENERAL

There are two basic types of text processing. First, there are terms and conditions and specifications which may reside in the Text Database. If referenced on the solicitation in STXT, this text may be modified for a particular solicitation. See below for detailed discussion. Second, there is the commodity description in the Commodity Database. Commodity description may be modified for a particular requisition. See below for a detailed discussion.

30.3.8.2 SPECIAL TERMS AND CONDITIONS

A special term and condition reference number begins with an alpha character. This type text is held in the Text Database and may be included on a solicitation at the desire of the buyer. The buyer must enter the text reference number in the STXT Table. If the buyer desires, this text may be modified for a particular solicitation. Such modifications will be entered in the STXL Table. **Please see the text sources section, which show where the various text prints, listed at the end of this section.**

30.3.8.3 SPECIFICATIONS

A specification reference number begins with a numeral. This type text is held in the Text Database and may be included on a solicitation at the desire of the buyer. The buyer must enter the text reference number in the STXT Table. Sometimes the commodities being purchased will include a specification reference on the Commodity Database. If this is the case, that specification will automatically be included in the solicitation. If the buyer desires, this text may be modified for a particular solicitation. Such modifications will be entered in the STXL Table. **Please see the text sources section, which show where the various text prints, listed at the end of this section.**

30.3.8.4 ATTACHMENT TABLE

Attachment text is free-form text entered for a specific solicitation on the SATT table. It applies only to the solicitation it is entered against and will not print on any other solicitation. Repetitive entry of text should be included in the Text Database. **Please see the text sources section, which**

show where the various text prints, listed at the end of this section.

30.3.8.5 COMMODITY DESCRIPTIONS

In order to see the real relationships, let's review some basic text processing functions and establish a precedence for commodity description processing.

Text Processing: When text is retrieved only with a GET using the RMOD, KMOD, OMOD or OCMD screens, it works as follows:

RMOD

If commodity is not on contract, RMOD will display CSPC records. If commodity is on contract and there are no KMOD records, RMOD will display KMOD records.

In all cases, RMOD records are not created and stored unless the text is changed on the RMOD screen, regardless of whether the text came from CSPC or KMOD.

KMOD

If RMOD records existed when the contract was created, they are moved to KMOD records. If KMOD records exist, KMOD will display those KMOD records. If KMOD records do not exist, KMOD will display the CSPC records.

OMOD

If RMOD records existed when the order was created, they are moved to OMOD records. If OMOD records exist, OMOD will display OMOD records. If OMOD records do not exist and the commodity is not on contract, OMOD will display CSPC records. If OMOD records do not exist and the commodity is on contract and there are no KMOD records, OMOD will display CSPC records. If OMOD records do not exist and the commodity is on contract and there are KMOD records, OMOD will display KMOD records.

OCMD

If OCMD records exist, OCMD will display OCMD records. If no OCMD records exist and OMOD records exist, OCMD will display OMOD records. If no OCMD or OMOD records exist and KMOD records exist, OCMD will display OMOD records. If no OCMD or OMOD records exist and KMOD records exist, OCMD will display KMOD records. If no OCMD, OMOD or KMOD records exist, OCMD will display CSPC records.

Text Precedence: Following is a summary of the precedence used to retrieve text:

RMOD: RMOD, KMOD, CSPC

KMOD: KMOD, CSPC

OMOD: OMOD, KMOD, CSPC (NOTE: If text was entered on OLI3 or OLI4, you cannot change or enter text on OMOD. You can have text in either OLIN or OMOD, but not both.)

OCMD: OCMD, OMOD, KMOD, CSPC

The following is a summary of the precedence for printing text:

SOLICITATION: RMOD, CSPC

PURCHASE ORDER: OLIN, OMOD, CSPC

CONTRACT RELEASE ORDER: OLIN, OMOD, KMOD, CSPC

CONTRACT: KMOD, CSPC

NOTICE OF AWARD: KMOD, CSPC

ORDER CHANGE: OCMD, OLIN, OMOD, KMOD, CSPC

NOTE: On OLI4 one can key some abbreviated text directly on the screen. If the desired text changes will overflow the capacity of OLI4, use the OMOD.

30.3.8.6 PRICE SHEET TEXT

Please see the text sources section which show which text prints on the various price sheets at the end of this section.

The commodity descriptions print in the following locations:

CSPC Descriptions

TYPE A: Commodity reports.

TYPE B: Commodity reports, solicitations, orders, contracts and NOA.

TYPE C: Commodity reports, solicitations, orders contracts and NOA. The first two lines print on the bid tabulation.

TYPE D: Commodity reports and solicitations.

TYPE E: Solicitations, bid tabulations and orders.

TYPE F-Z: Do not print.

RMOD Descriptions

TYPE B: Solicitations and orders.

TYPE C: Solicitations and orders. The first two lines print on bid tabulation.

TYPE D: Solicitations.

TYPE E: Solicitations and orders.

TYPE F-Z: Does not print.

OMOD Descriptions

TYPE B: Orders.

TYPE C: Orders.

TYPE E: Orders.

OCMD Descriptions

TYPE B: Order changes.

TYPE C: Order changes.

TYPE E: Order changes.

KMOD Descriptions

TYPE B: Contract and NOA.

TYPE C: Contract and NOA.

TYPE E: Contract and NOA.

30.3.8.7 BID TABULATION

The bid tabulation prints from information held in the Requisition, Solicitation and Commodity Databases. **Please see the text sources section which shows the order in which text prints on the bid tabulation at the end of this section.**

30.3.8.8 NOTICE OF AWARD

The notice of award prints from information held in the Contract, Commodity and Text Databases. **Please see the text sources section which shows the order in which text prints on the notice of award at the end of this section.**

SOLICITATION TEXT SOURCES

Each printed solicitation contains the following sections. Listed after each section is the TOPS screens containing the printed text.

1. Solicitation Cover Sheet: Text from Xerox Printer Form
2. Standard Terms & Conditions: From partitioned Data Set. Buyer cannot change this text.
3. Special Terms & Conditions: Use the STXT reference number to get modified text from STXL. Get the unmodified text from TXLN. Special Terms & Conditions reference numbers begin with an Alpha character.
4. Specifications: Use the STXT reference number to get modified text from STXL. Get the unmodified text from TXLN. Specification reference numbers begin with a number.
5. Attachment Text: From STXT and STXL, RTXT and RTXL screens.
6. Price Sheet: For commodity description, print the modified description from RMOD or else use the unmodified description from CSPC for that commodity code. "B", "C", "D", and "E" levels will print.

SOLICITATION AMENDMENT TEXT SOURCES

1. Solicitation Amendment Cover Sheet: Text from Xerox Printer Form.
2. Text: From SATX table

PURCHASE ORDER AND CONTRACT RELEASE ORDER TEXT SOURCES

Each printed purchase order contains the following sections. Listed after each section is the TOPS screens containing the printed text.

1. Purchase Order or Contract Release Order Cover Sheet:
Text from Xerox Printer Form
2. Standard Terms & Conditions: From Partitioned Data set. Buyer can not change this text.
3. Price Sheet: For commodity description, print the modified description from OLIN or OMOD, or use the unmodified description from CSPC. B, C, D, and E levels will print. OVTX will follow the last line of commodity description.
4. Special Terms & Conditions: If Print on Award Document indicator is set on, use the text reference number from STXT to get the modified text from STXL. Get unmodified text from TXLN.
5. Specifications: If Print on Award Document indicator is set on, use the text reference number from STXT to get the modified text. Get unmodified text from TXLN.

ORDER CHANGE TEXT SOURCES

1. Order Change Cover Sheet: Text from Xerox Printer Form.
2. Price Sheet: For commodity description, print the modified description from OCMD or use the unmodified description from CSPC. B and C levels will print.
3. Change Text: From OCTX table.

CONTRACT TEXT SOURCES

Each printed contract contains the following sections. Listed after each section is the TOPS screens containing the printed text.

1. Contract Cover Sheet: Text from Xerox Printer Form.
2. Vendor Sheet: From SVTX for the Awarded Vendor.
3. Special Terms & Conditions: If Print on Award Document indicator is set on, use the text reference number from STXT to get the modified text from STXL. Get unmodified text from TXLN.
4. Specifications: If Print on Award Document indicator is set on, use the text reference number from STXT to get the modified text. Get unmodified text from TXLN.
5. Price Sheet: For commodity description, print the modified description from KMOD or use the unmodified description from CSPC. B and C levels will print. KVTX will follow the last line of commodity description.

CONTRACT CHANGE TEXT SOURCES

1. Contract Change Cover Sheet: Text from Xerox Printer Form.
2. Change Text: from KCTX table.

BID TABULATION

Each printed bid tabulation contains the following sections. Listed after each section is the TOPS screens containing the printed text.

1. Bid Tabulation Part I Introduction: No text involved in the part.
2. Part II Items: First two lines of commodity description (B or C level) from RMOD if present or else from CSPC. E level from RMOD if present or else from CSPC. RVTX will follow last line of commodity description.
3. Part III Vendors: SVTX for the Vendor.

PRINTING TEXT ON NOTICE OF AWARD

Each printed notice of award contains the following sections. Listed after each section is the TOPS screens containing the printed text.

1. Notice of Award Cover Sheet: Text from Xerox Printer form and Text from TXLN based upon the T-number reference number in the text.
2. NOA Text: Continuation of text from TXLN based upon the T-number reference in text.
3. List of Vendors: Text from the KNOA table will print following each vendor shown on the list of vendors.
4. Items by Contract: Print modified description from KMOD or else unmodified description from CSPC for each commodity code. KVTX prints after the commodity descriptions.

DOCUMENT FLOWS

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SECTION 32

DOCUMENT FLOWS

32.1 REQUISITION PROCESSING

This process is used to enter requisitions into TOPS and to process them to purchasing. See Requisition Process Flow below. Also see Approval Process and Accounting Process for additional information.

PROCESS FLOW DISCUSSION

- STEP 1.** RQS4: ADD, REQUISITION HEADER. CHANGE, SC=105.
If desired, use RQS6 and enter any registered recommended vendors. Use VNAM to inquire TOPS for vendor number. NOTE: Non-registered vendors may be recommended on the RNTE screen. Be sure to include complete vendor name and address.
- STEP 2.** RLI2: ADD, REQUISITION LINES. REPEAT FOR EACH LINE. CHANGE, SET SC=105.
If the commodity codes are not on the requisition, use CDES or CKWI to find the commodity. If the commodity does not exist, the system administrator may use COM2 and CSPC to add the commodity to the commodity database. If desired, use RLI3 to set trade-in and used equipment indicators. To change a specification, use RMOD.
- STEP 3.** RACG: ADD, ACCOUNTING DISTRIBUTION LINES. CHANGE, SET SC=1.
Add all lines of accounting distribution. The method of distribution must be either proportional or requisition line oriented, NOT both. Build one RACG for each funding source.
- STEP 4.** RNTE: GET, REQUISITION NUMBER. CHANGE TO KEY TEXT.
Use RNTE as an electronic notepad to document any pertinent notes regarding your requisition. RNTE does not print on the final requisition text.
- STEP 5.** RAST: INQUIRE, FOR SC=149.
When the final approval is granted, the status code will automatically be set to 149. This inquiry will show which requisitions are ready to send to purchasing.
- STEP 6.** RQS4: CHANGE, SET SC=150 TO MASTER FILE POST AND TO RELEASE THE REQUISITION TO PURCHASING.
SC=150 cannot be set until all approvals have been granted. If all approvals have been granted, the status will change from 150 to 200. From this point

on, the requisition belongs to Central Purchasing and the user cannot modify it, unless it is sent back to the agency level by Central Purchasing.

32.2 CONTRACT RELEASE ORDER PROCESS BEGINNING WITH REQUISITION

This process involves the entry of a contract release order through the requisition database. See Contract Release Order Beginning With a Requisition Process Flow below.

PROCESS FLOW DISCUSSION

- STEP 1.** RQS4: ADD, REQUISITION HEADER. CHANGE, SC=105.
Set the document type to PlR.
- STEP 2.** RLI2: ADD, REQUISITION LINES. REPEAT FOR EACH LINE.
CHANGE, SET SC=1.
If the commodity codes are not on the requisition, use CDES, CKWI, COMM, CTYP, etc. to find the commodity. If the commodity does not exist, use COM2 and CSPC to add the commodity to the commodity database. If desired, use RLI3 to set trade-in and used equipment indicators. To change specification, use RMOD.
- STEP 3.** RACG: ADD ACCOUNTING DISTRIBUTION LINES. CHANGE, SET SC=1.
Add all lines of accounting distribution. The method of distribution must be either proportional or requisition line oriented, NOT both. You may pre-encumber the funds (post the shadow file) by using RQS4 and set SC=106. Funds against an encumbered contract will not be pre-encumbered and will process against the contract.
- STEP 4.** RQS4: CHANGE, SET SC=150 TO MASTER FILE POST AND TO RELEASE THE REQUISITION TO THE AWARD PROCESS.
SC=150 cannot be set until all approvals have been granted. If all approvals have been granted, the status will automatically change to 275. From this point on, the requisition belongs to purchasing and the user cannot modify it.
- STEP 5.** THE NIGHTLY CYCLE WILL CREATE THE CORRECT NUMBER OF CONTRACT RELEASE ORDERS, ENCUMBER THEM AND PRINT THEM.

32.3 PRE-SOLICITATION PROCESSING

This process is designed for use by the purchasing agencies during the initial review and assignment of the requisition. It also covers preparing the solicitation, attaching the requisition to the solicitation, changing the solicitation characteristics, adding vendors, adding text,

modifying text and printing the draft solicitation. See Pre-solicitation Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. RBUS: INQUIRE, BUYING TEAM SUPERVISOR INQUIRE FOR SC=200. LEAF TO THE FIRST RECORD ASSIGNED TO YOUR TEAM.

Periodically, the buying team supervisors must use this transaction to determine if requisitions have been assigned to their team.

STEP 2. SUPERVISOR REVIEW: INQUIRE, RQS4, RQS5, RQS6, RLI2, RLI3, RNTE. RQS2: CHANGE, ASSIGN BUYER, SET SOLICITATION AND AWARD CODE.
Status code 201 shows the requisition is being reviewed by the supervisor.

STEP 3. IF THE REQUISITION IS PROCURABLE, GO TO STEP 9 ELSE CONTINUE.

IF REQUISITION IS PROCURABLE OMIT STEPS 4 THROUGH 8.

STEP 4. RQS2: CHANGE, IF THE REQUISITION IS NOT PROCURABLE SET SC=22X TO RETURN TO THE REQUESTER.

If the requisition is not procurable, it should be sent back to the requester for rework. Use SC=220 Return, SC=223 Return without Reapproval, SC=225 Return Require Reapproval, SC=226 Return Require Reapproval and Refunding.

STEP 5. RNTE: GET AND CHANGE, ENTER NOTES FOR THE REQUESTER. CALL REQUESTER AND ADVISE THAT THE REQUISITION IS BEING RETURNED.

STEP 6. REQUESTER CORRECT THE PROBLEM.

Leave requisition status code @163 to correct the problem. Changes to quantity, unit of measure, dollar amount, or commodity code require requester to change the RQS4 status code to 105 first which rebuilds approvals.

STEP 7. RQS4: CHANGE, SET SC=150 TO MASTER FILE POST AND TO RELEASE THE REQUISITION TO PURCHASING.

SC=150 cannot be set until all approvals have been granted. If all approvals have been granted, the status will automatically change to 200. From this point on, the requisition belongs to Central Purchasing and the user cannot modify it.

STEP 8. RBUS: INQUIRE, BUYING TEAM SUPERVISOR INQUIRE FOR SC-200. LEAF TO THE FIRST RECORD ASSIGNED TO YOUR TEAM.

If the requisition is being returned (buyer, solicitation and award codes present), review the RNTE and determine if the corrections have been made. If so, continue else return to STEP 4.

STEP 9. RQS3: CHANGE, SET NATURE OF PURCHASE, PRIORITY AND DEGREE OF DIFFICULTY. SET SC=235 AND SCHEDULE REQUISITION.

A requisition may be scheduled and rescheduled any number of times, however, once the status code is moved to other than 235 or 236, the schedule is permanent and cannot be changed.

STEP 10. RQS2: CHANGE, SET SC=202.

Status code 202 notifies the buyer that a new requisition has been assigned.

STEP 11. RBST: INQUIRE, BY BUYER CODE AND SC=202.

Periodically, the buyer should perform this transaction to determine if a new requisition has been assigned.

STEP 12. BUYER REVIEW: INQUIRE, RQS4, RLI2, RLI3, RNTE, RQS2, RQS6, RQS5. RQS2: CHANGE, SC=203.

The buyer should review the requisition to determine if it is "procurable". Pay special attention to the solicitation and award codes. If you do not agree, discuss with the team supervisor.

NOTE: Buyer may automatically create a solicitation and attach the requisition to it by changing the requisition status code to 265. If this is done; skip to steps 13 & 14.

STEP 13. SDOC: ADD, CREATE A SOLICITATION HEADER. CHANGE, SET SC=302.

STEP 14. SRQN: ADD, ATTACH REQUISITION TO THE SOLICITATION.

STEP 15. SDOC: CHANGE, SET ASIDE, BID TAB TYPE, PRICE SHEET STYLE.

STEP 16. SDO2: CHANGE, GEO BID CODE, BID BOND AND PERFORMANCE BOND INFORMATION.

STEP 17. SDO3: CHANGE, ENTER NATURE OF PURCHASE, PRIORITY, DEGREE OF DIFFICULTY. SET SC=330 TO SCHEDULE.

STEP 18. SD04: CHANGE, ENTER CONFERENCES.

STEP 19. SD05: CHANGE, ENTER CERTIFICATES.

STEP 20. SD06: CHANGE, ENTER HEADERS FOR PRICE SHEET STYLES.

STEP 20A SD07: Optional-If bid list is to be randomized, CHANGE, enter number of bidders requested and region to select from.

STEP 21. STXT: ADD, ENTER T & C AND SPECIFICATIONS FROM THE TEXT DATABASE.

STEP 22. STXL: GET, RETRIEVE TEXT FROM TEXT DATABASE. CHANGE TO MODIFY TEXT.
Use STX2 to insert or delete text lines.

STEP 23. SPRF: ADD, ADD A PRODUCT COMPARISON MATRIX FROM THE COMMODITY DATABASE.

STEP 24. SPCM: GET, RETRIEVE TEXT FROM COMMODITY DATABASE. CHANGE, TO MODIFY THE PRODUCT COMPARISON MATRIX.
Use SPC2 to insert or delete product comparison matrix lines.

STEP 25. SATT: GET, RETRIEVE TEXT. CHANGE TO ENTER ATTACHMENT TEXT.

STEP 26. SVE2: ADD, TO MANUALLY ADD VENDORS TO THE BID LIST.
Any vendors on RQS6 that meet the selection criteria will be added automatically, along with the previously awarded vendor if applicable.

STEP 27. RLI2: CHANGE, SET THE GROUPING INDICATOR, SAMPLE REQUIRED AND DESCRIPTIVE LITERATURE REQUIRED INDICATOR. Optional transaction.
These may also be set during the solicitation process.

STEP 28. RLI3: CHANGE, IF DESIRED TO SET THE BID TAB TYPE, PRICE SHEET STYLE.
Normally these indicators are not set until the requisition is attached to a solicitation, but they can be set at this time.

STEP 29. RMOD: GET, REVIEW CHANGES TO THE ITEM DESCRIPTIONS. CHANGE, TO MAKE CHANGES TO THE ITEM DESCRIPTION.
Optional transaction. Repeat for each requisition line.

STEP 30. RTXT & RTXL: GET, REVIEW SPECIFICATIONS FROM THE USER ABOUT THIS REQUISITION.
Optional transaction. Repeat for each requisition line.

STEP 31. RNTE: GET, REVIEW NOTES FROM THE USER AND SUPERVISOR.

STEP 32. SDOC: CHANGE, SET SC=350 TO PRINT A DRAFT SOLICITATION. A BID LIST WILL BE CREATED BY TOPS.

STEP 33. REVIEW DRAFT SOLICITATION AND BID LIST. MAKE CORRECTIONS AND REPRINT DRAFT IF NECESSARY.

32.4 SOLICITATION PROCESSING

This process involves printing the final solicitation, conducting bid opening, recording bids, tabulating bids and setting the award flags. See Solicitation Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. SDOC: CHANGE, SET SC=360 TO PRINT FINAL SOLICITATION.

STEP 2. MAIL SOLICITATION TO VENDORS.

32.5 SOLICITATION AMENDMENT PROCESS

This process involves preparing the solicitation amendment, printing a draft and printing a final. See Solicitation Amendment Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. SAMD: ADD, ENTER SOLICITATION AMENDMENT HEADER.

STEP 2. SATX: GET, TO RETRIEVE TEXT. CHANGE, TO ENTER AMENDMENT TEXT.

STEP 3. SAMD: CHANGE, SET SC=350 TO PRINT DRAFT AMENDMENT. Review draft and make any corrections. If the bid opening date or time changed, enter the information on the SAMD screen. When the amendment is printed final, TOPS will update the bid opening date at the solicitation level.

STEP 4. SAMD: CHANGE, SET SC=360 TO PRINT FINAL AMENDMENT.

STEP 5. MAIL THE SOLICITATION AMENDMENT.

32.6 OPEN BIDS, RECORD, TABULATE AND AWARD

This process involves conducting the bid opening, preparing the bid abstract, coding the bids with the master bid return codes, recording vendor level information, recording line level (prices) information, requesting a bid

tabulation, requesting a bid tabulation with proposed award option and awarding the lines. See Open Bids, Record, Tabulate and Award Process Flow below.

PROCESS FLOW DISCUSSION

- STEP 1.** CONDUCT BID OPENING.
- STEP 2.** PREPARE BID ABSTRACT AND ATTACH TO BIDS. FORWARD BIDS AND ABSTRACT TO BUYER.
- STEP 3.** MARK BIDS WITH MASTER BID RETURN CODES.
- STEP 4.** SDOC: CHANGE, SET SC=365 TO RECORD BIDS.
- STEP 5.** SVE2: CHANGE, RECORD VENDOR LEVEL INFORMATION.
- STEP 6.** SVE3: CHANGE, RECORD BOND INFORMATION, CONFERENCE ATTENDANCE AND CERTIFICATES RECEIVED.
- STEP 7.** SVTX: CHANGE, RECORD VENDOR LEVEL TEXT.
- STEP 8.** RBID/RVE2: ADD, RECORD VENDOR LINE BID INFORMATION.
- STEP 9.** RVTX: CHANGE, RECORD VENDOR LINE BID TEXT.
- STEP 10.** SDOC: CHANGE, SET SC=375 FOR BID TABULATION.
- STEP 11.** RLI2: CHANGE, SET GROUPING INDICATORS TO CREATE NEW GROUPS.
- STEP 12.** SDOC: CHANGE, SET SC=370 FOR BID TABULATION AND AUTOMATIC PROPOSED AWARD BY TOPS.
- STEP 13.** PAPV: CHANGE, APPROVE ANY APPROVAL RECORDS AUTOMATICALLY CREATED BY TOPS.
- STEP 14.** RVE2: CHANGE, OVERRIDE TOPS PROPOSED AWARD BY SETTING THE AWARD FLAG TO N.
- STEP 15.** RVE2: CHANGE, ENTER MANUAL AWARDS. SET AWARD FLAY=Y FOR PARTIAL AWARD. FOR MULTIPLE AWARD, SEE STEP 16.
- STEP 16.** RLI2: CHANGE, SET SC=243.
- STEP 17.** RVE2: CHANGE, SET AWARD FLAGS TO Y FOR EACH MULTIPLE AWARDED VENDOR.
- STEP 18.** SDOC: CHANGE, SET SC=380 FOR PARTIAL AWARD.
- STEP 19.** RUN NIGHTLY CYCLE.
- STEP 20.** RVE2: CHANGE, SET ADDITIONAL AWARD FLAGS TO Y.

STEP 21. SDOC: CHANGE, SET SC=385 FOR FINAL AWARD.

STEP 22. RUN NIGHTLY CYCLE.

32.7 CONTRACT PROCESS

This process involves adjusting the contract after award and printing the contract. See Contract Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. KONT: CHANGE, ADJUST ORDER AND CONTRACT BEGIN AND END DATES.

This process assumes that the requisition, pre-solicitation and solicitation processes have been satisfactorily completed.

STEP 2. KON2: CHANGE, REPROCUREMENT DATE, RECORD PERFORMANCE BOND INFORMATION.

STEP 3. KON3: CHANGE, ADJUST ESTIMATED AMOUNT AND MAXIMUM AMOUNT OF CONTRACT IF DESIRED.

STEP 4. KACG: ADD, CHANGE AND DELETE CONTRACT FUNDS, SET SC=1 TO ACTIVATE.

STEP 5. KONT: CHANGE, SET SC=542 TO ON-LINE ENCUMBER CONTRACT FUNDS.

STEP 6. KONT: CHANGE, SET SC= 535 TO PRINT A CONTRACT NOTICE OF AWARD, SET SC=545 TO PRINT CONTRACT.

32.8 ORDER PROCESS

This process is used only if the on-line encumbrance was set on the solicitation record. See Order Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. IF THE ENCUMBRANCE ON-LINE INDICATOR WAS SET TO Y, ORD4: CHANGE, SET SC=439.

This process assumes that the requisition, pre-solicitation and solicitation processes have been successfully completed.

STEP 2. ORD4: CHANGE, SET SC=465 TO PRINT THE ORDER ON-LINE. NOTE: This requires additional software.

Change the SC=450 to print order in batch mode during the nightly cycle. Change the SC=455 if a printed copy of the purchase order is not needed.

STEP 3. RECEIVE PRINTED ORDER AND DISTRIBUTE.

32.9 FAST ORDER ENTRY PROCESS (OFST)

This process is used only for local orders that are \$400 or less. See Fast Order Entry Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. DETERMINE VENDOR NUMBER, COMMODITY CODES AND PRICES TO BE USED.

STEP 2. OFST: ADD, ENTER VENDOR NUMBER COMMODITY CODES, PRICES AND OTHER REQUIRED INFORMATION.

STEP 3. OFST: CHANGE, CORRECT DATA.

32.10 DIRECT ORDER ENTRY PROCESS

This process is used for orders to be entered directly into the order database. There normally will not be a requisition associated with these type orders. See Direct Order Entry Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. DETERMINE VENDOR NUMBER, COMMODITY CODES AND PRICES TO BE USED.

STEP 2. ORD4: ADD, ENTER HEADER INFORMATION.

STEP 3. ORD4: CHANGE, SET SC=405.

STEP 4. OLI4: ADD, ENTER COMMODITY CODE, QUANTITY, UOM, UNIT PRICE, BRAND NAME, MODEL. REPEAT FOR ALL LINES.

STEP 5. OACG: ADD, ENTER ACCOUNTING DISTRIBUTIONS (LINES) FOR THE ORDER. REPEAT FOR ALL ACCOUNTING LINES.

STEP 6. OACG: CHANGE, SET SC=1. REPEAT FOR ALL ACCOUNTING LINES.

STEP 7. OBID: CHANGE, ENTER VENDOR NUMBER, DISCOUNT TERMS, DELIVERY TERMS, AND UNIT PRICE FOR SECOND AND THIRD BIDDERS. COMPLETE INFORMATION FOR EACH LINE.

STEP 8. ONTE: GET, ORDER NUMBER, CHANGE, ENTER NOTES.

STEP 9. ORD4: CHANGE, SET SC=439 TO ENCUMBER FUNDS IN STARS.

STEP 10. ORD4: CHANGE, SET SC=450 TO PRINT THE ORDER OVER NIGHT. SET SC=465 TO PRINT ORDER ON-LINE. SET SC=455 IF A PRINTED COPY OF THE ORDER IS NOT NEEDED.

STEP 11. RECEIVE AND DISTRIBUTE ORDER.

32.11 CONTRACT RELEASE ORDER ENTRY PROCESS

This process is used only for entering contract release orders directly into the order database. See Contract Release Order Entry Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. DETERMINE CONTRACT, CONTRACT LINE NUMBERS AND COMMODITY CODES TO BE USED.

STEP 2. ORD4: ADD, ENTER HEADER INFORMATION. INCLUDE CONTRACT NUMBER.

STEP 3. ORD4: CHANGE, SET SC=405.

STEP 4. OLI3: ADD, ENTER COMMODITY CODE, QUANTITY, UOM AND LINE NUMBER. REPEAT FOR ALL LINES.

STEP 5. OLI3: CHANGE, SET SC=405. REPEAT FOR ALL LINES.

STEP 6. OACG: ADD, ENTER ACCOUNTING DISTRIBUTIONS (LINES) FOR THE ORDER. REPEAT FOR ALL ACCOUNTING LINES.

STEP 7. OACG: CHANGE, SET SC=1. REPEAT FOR ALL ACCOUNTING LINES.

STEP 8. ORD4: CHANGE, SET SC=439 TO ENCUMBER FUNDS IN STARS OR THE ENCUMBERED CONTRACT.

STEP 9. ORD4: CHANGE, SET SC=450 TO PRINT THE CRO OVER NIGHT. SET SC=465 TO PRINT CRO ON-LINE. SET SC=455 IF A PRINTED COPY OF THE ORDER IS NOT NEEDED.

STEP 10. RECEIVE AND DISTRIBUTE ORDER.

32.11.1 OFCR ENTRY PROCESS

STEP 1. DETERMINE CONTRACT, CONTRACT LINE NUMBERS AND COMMODITY CODES TO BE USED.

STEP 2. OFCR: ADD, (TOP SECTION) ENTER AGENCY INFORMATION, CONTRACT NUMBER, AND OTHER REQUIRED INFORMATION. (MIDDLE SECTION) KEY COMMODITY CODE, UOM, AND UNIT PRICE (BOTTOM SECTION) KEY ACCOUNTING INFORMATION.

STEP 3. (OPTIONAL) CHANGE, REPEAT AS NEEDED FOR ADDITIONAL ORDER OR ACCOUNTING LINES OR TO CORRECT DATA.

STEP 4. CHANGE, SET SC=439 TO ENCUMBER FUNDS IN STARS.

STEP 5. CHANGE, SET SC=450 TO PRINT THE CRO OVER NIGHT. SET SC=465 TO PRINT CRO ON-LINE.

32.12 CONTRACT CHANGE PROCESS

This process involves changing some part of a contract whether it is a term and condition, delivery location, unit price, etc. See Contract Change Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. KCHG: ADD, ENTER CONTRACT CHANGE HEADER.
There must be a contract record in TOPS before a contract change can be created. **NOTE: ONLY CENTRAL PURCHASING CAN ISSUE A CONTRACT CHANGE.**

STEP 2. KCTX: GET, TO RETRIEVE TEXT. CHANGE, TO ENTER CONTRACT CHANGE TEXT.

STEP 3. KCHG: CHANGE, SET SC=550 TO PRINT DRAFT CONTRACT CHANGE.

Review draft and make any corrections.

STEP 4. KCHG: CHANGE, SET SC=555 TO PRINT FINAL CONTRACT CHANGE.

STEP 5. MAIL THE CONTRACT CHANGE.

32.12.1 VENDOR NUMBER CHANGE ON CONTRACT

The procedure is different for Statewide contracts versus Agency Term contracts because funding is actually set aside for ATC. In both cases, the contract status code must be changed to 502 to process a vendor number change.

For ATC, the funding must be reduced to zero balance in STARS. Funding is tied to the vendor number in STARS. Once this is liquidated, STEP I may be followed.

STEP 1. KVCH: ADD. Enter the contract number, new vendor number and the corresponding vendor number change reason code from the VR table in BTAB.

Once the vendor number is changed on an ATC, the funding should be added back to the contract with a new accounting line number.

The KVC I screen lists a history of all vendor number changes by contract number.

32.13 ORDER CHANGE PROCESS

This process involves changing some part of an order whether it is a term and condition, delivery location, unit price, adding items, etc. See Order Change Process Flow below. For the complete cancellation of a printed order see 32.13.1.

PROCESS FLOW DISCUSSION

STEP 1. OCHG: ADD, ENTER ORDER CHANGE HEADER. CHANGE, SET SC=405.

An order must exist before an order change can be processed.

STEP 2. OCLN: ADD, TO ENTER ORDER CHANGE LINES. CHANGE, SET SC=405.

You may change an existing order line by using the order line number. If you use a line number not on the order, it will be treated as a new line to the order.

STEP 3. OCMD: GET, RETRIEVE TEXT. CHANGE, MODIFY TEXT FOR THIS COMMODITY CODE.

STEP 4. OCAC: ADD, ENTER ACCOUNTING INFORMATION. CHANGE, SET SC=1.

STEP 5. OCTX: GET, TO RETRIEVE TEXT. CHANGE, TO ENTER ORDER CHANGE TEXT.

STEP 6. OCHG: CHANGE, SET SC=439 TO ENCUMBER FUNDS IN STARS OR THE ENCUMBERED CONTRACT.

STEP 7. OCHG: CHANGE, SET SC=450 TO PRINT THE FINAL CHANGE ORDER.

32.13.1 ORDER CANCELLATION PROCESS

Same as steps 1, 6 and 7 for 32.13, except change type = CNO.

32.14 CONTRACT REPROCUREMENT PROCESS

This process involves the automatic re-procurement of statewide contracts. Agency contract utilize an abbreviated process. See Contract Re-procurement Process Flow below.

PROCESS FLOW DISCUSSION

- STEP 1.** SDO2: CHANGE, SET THE REPROCUREMENT DATE TO DESIRED DATE ON WHICH TO BEGIN THE REPROCUREMENT PROCESS.
On the re-procurement date TOPS will automatically gather up all contracts for a SWC Number which were generated from a common solicitation number. For statewide contracts, TOPS will create a new requisition, solicitation, attach the two, prepare a bid list and print a draft solicitation. For agency contracts TOPS will stop at the requisition phase until the agency activates the new requisition.
- STEP 2.** KON3: CHANGE, THE REPROCUREMENT DATE MAY BE ADJUSTED USING THIS TRANSACTION.
- STEP 3.** IF THE REPROCUREMENT DATE IS NOT SET, TOPS WILL AUTOMATICALLY PRODUCE A REPORT AT INTERVALS PRIOR TO EXPIRATION.
This report will notify the user that a contract is about to expire without any re-procurement action being taken.
- STEP 4.** IF CONTRACT IS AN AGENCY CONTRACT, THE AGENCY APPROVALS MUST BE OBTAINED BEFORE THE FINAL SOLICITATION CAN BE SENT.

32.14.1 REQUISITION COPY FEATURE

- STEP 1.** INQUIRE ON RCPY ON REQUISITION YOU WISH TO COPY, KEY CHANGE IN THE FUNCTION LINE AND PRESS ENTER. TOPS WILL DISPLAY THE NEW REQUISITION NUMBER AT BOTTOM OF SCREEN. COPIES ALL SCREENS EXCEPT RNTE

32.15 CONTRACT RENEWAL PROCESS WITHOUT PRICE CHANGES

This process involves extending the expiration of a contract without any changes in prices for the items covered by the contract. See Contract Renewal Process Without Price Changes Process Flow below.

PROCESS FLOW DISCUSSION

- STEP 1.** ISSUE A CONTRACT CHANGE TO FORMALIZE THE NEW EXPIRATION AND END ORDERING DATES WITH THE VENDOR.
There are two major steps to renew a contract without price increases. First, issue a contract change to the vendor to formalize the renewal dates. Second, change the expiration and end ordering dates with the KONT transaction.
- STEP 2.** KONT: CHANGE, SET THE END ORDERING DATE AND EXPIRATION DATES TO THEIR NEW VALUES.

When the contract change has been finalized, update the contract end ordering period date and the contract expiration date.

32.16 CONTRACT RENEWAL PROCESS WITH PRICE CHANGES

This process involves extending the expiration of a contract in addition to adjusting unit prices on the contract. Unit prices may be adjusted by a percentage or on an individual line basis. See Contract Renewal Process With Price Changes Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. PERFORM ALL THE STEPS IN THE CONTRACT RENEWAL WITHOUT PRICE INCREASE.

The contract amendment should include the percent price increase or price increases for individual lines so the vendor can agree to the change before it becomes effective.

STEP 2. IF THE PRICE INCREASE IS AN ACROSS THE BOARD PERCENT INCREASE, CONTINUE else GO TO STEP 7.

IF THE PRICE INCREASE IS NOT AN ACROSS THE BOARD PERCENT INCREASE OMIT STEPS 3 THROUGH 6.

STEP 3. KON3: CHANGE, KEY Y NEXT TO THE OPTION PRICE ADJ, KEY THE PERCENT TO ADJUST.

This should be performed one day before the price changes are to be effective, so the nightly cycle will update the contract for the next day's use with the new prices in them.

STEP 4. KON3: CHANGE, KEY THE RENEWAL NOTICE DATE TO THE DATE YOU WANT THE NEXT RENEWAL NOTICE TO BE PRINTED.

STEP 5. KONT: CHANGE, SET SC=570.

STEP 6. DURING THE NIGHTLY CYCLE, THE UNIT PRICES WILL BE ADJUSTED BY THE PERCENT ENTERED ON KON3.

STEP 7. KLI2: CHANGE, FOR INDIVIDUAL UNIT PRICE CHANGES, KEY THE NEW PRICE ON KLI2.

The individual price changes should be made on the date the price changes are effective. As soon as the price is entered all future contract release orders will show the new price.

STEP 8. KONT: CHANGE, KEY THE NEW END ORDERING AND EXPIRATION DATES.

STEP 9. KACG: ADJUST KACG FOR CHANGES IN CURRENT FISCAL YEAR AMOUNT.

STEP 10. KONT: CHANGE, SET SC=542 TO ENCUMBER FUNDS, IF REQUIRED.

32.17 DELEGATED PURCHASE AUTHORITY (DPA) FROM BID PROCESSING

This process involves processing a requisition for a DPA from bid through purchasing to the contract database. See Delegated Purchase Authority From Bid Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. USING REQUISITION ENTRY PROCESS, ENTER A REQUISITION FOR A DPA FROM BID. SET REQ DOCUMENT TYPE TO P1B.

STEP 2. RACG: ENTER ACCOUNTING LINES FOR CONTRACT ENCUMBRANCE AS REQUIRED. MUST USE ONLY PROPORTIONAL DISTRIBUTION.

STEP 3. PROCESS THE REQUISITION THRU ALL OF THE NORMAL APPROVALS ADDED BY TOPS.

STEP 4. WHEN PURCHASING RECEIVES THE REQUISITION, IT WILL BE ASSIGNED, REVIEWED AND APPROVED.

STEP 5. RQS2: CHANGE, SET SC=275.

STEP 6. WHEN THE NIGHTLY CYCLE RUNS, IT WILL CREATE A DPA IN THE CONTRACT DATABASE.

STEP 7. KONT: CHANGE, ADJUST BEGIN AND END DATES IF NEEDED.

STEP 8. KON3: CHANGE, ADJUST MAXIMUM CONTRACT VALUE OF FY AMOUNT IF NEEDED.

STEP 9. KACG: CHANGE, ADJUST LINE AMOUNT OR FROM/TO LINE IF NEEDED.

STEP 10. KONT: CHANGE, SET SC=542 TO ENCUMBER FUNDS ON-LINE IN STARS, IF REQUIRED.

STEP 11. KONT: CHANGE, SET SC=545 TO PRINT THE DPA FOR THE AGENCY.

32.18 REQUISITIONS AGAINST A DPA PROCESS

This process involves issuing subsequent requisitions against an approved DPA. See Requisitions Against A DPA Process Flow below.

PROCESS FLOW DISCUSSION

- STEP 1.** A VALID DPA MUST EXIST IN THE CONTRACT DATABASE AND CURRENT DATE MUST BE WITHIN THE EFFECTIVE PERIOD OF THE DPA.
- STEP 2.** RQS4: DURING THE REQUISITION ENTRY PROCESS, KEY THE DPA NUMBER IN THE PROPER FIELD.
TOPS will validate the DPA, make sure you are authorized to use it and that there are funds remaining that can be used.
- STEP 3.** ALL OTHER ASPECTS OF REQUISITION PROCESSING REMAIN UNCHANGED.

32.19 RECEIVING PROCESS

This process is used to record receipts for goods and services that have been received. See Receiving Process Flow below.

PROCESS FLOW DISCUSSION

- STEP 1.** MUST HAVE CREATED ORDER AND HAVE ORDER PRINTED OR PROCESSED THE ORDER OVERNIGHT TO CREATE OQTY AND OAMT RECORDS.
- STEP 2.** RECEIVE GOODS AND PREPARE RECEIVING REPORT. FORWARD RECEIVING REPORT TO THE PURCHASE OR BUSINESS OFFICE
- STEP 3.** OREC: ADD, ENTER RECEIVING DATA. SET P/F FLAG.
- STEP 4.** OREC: CHANGE, SET SC=620 TO BUILD RECEIVING LINES.
- STEP 5.** ORLN: CHANGE, RECORD THE RECEIVED QUANTITIES ON THE INDIVIDUAL LINES. SET SPECIAL CONDITION CODES.
Enter quantity received by line. Enter partial/final flag. Enter special condition codes. May receive up to 10% over the ordered quantity.
- STEP 6.** OREC: CHANGE, SET SC=625 TO DELETE LINES FOR WHICH NO QUANTITIES WERE RECORDED.
- Or
- STEP 7.** OREC: CHANGE, SET SC=630 TO DELETE LINES FOR WHICH NO QUANTITIES WERE RECORDED AND AUTOMATICALLY BUILD ORDER INVOICE HEADER (OINV) AND INVOICE LINES (OILN) WITH INVOICED QUANTITIES EQUAL TO THE QUANTITIES RECEIVED.

Invoice processing will be completed when invoice processor records the vendor invoice number and invoice date on OINV screen and changes status code to 625.

STEP 8 OQTY/OQT2: INQUIRE, TO SEE THE CURRENT BALANCES FOR EACH ORDER LINE.

32.20 INVOICING PROCESS

This process is used to record invoices for goods and services that have been received. See Invoicing Processing Flow below.

PROCESS FLOW DISCUSSION

STEP 1. MUST HAVE CREATED ORDER AND HAVE PROCESSED THE ORDER TO CREATE OQTY AND OAMT RECORDS.

STEP 2. RECEIVE THE INVOICE FROM THE VENDOR.

STEP 3. PERFORM A PRE-AUDIT OF THE INVOICE.

STEP 4. CHECK OQTY FOR QUANTITIES ORDERED AND RECEIVED

NOTE: IF OINV WAS CREATED BY OREC AT STATUS CODE 630, SKIP TO STEP 8.

STEP 5. OINV: ADD, ENTER INVOICE DATA. SET P/F FLAG.

NOTE: IF OINV WAS CREATED BY OREC AT STATUS CODE 630, SKIP TO STEP 8.

STEP 6. OINV: CHANGE, SET SC=620 TO BUILD INVOICE LINES.

STEP 7. OILN: CHANGE, RECORD THE INVOICED QUANTITIES ON THE INDIVIDUAL LINES. SET SPECIAL CONDITION CODES.

Enter quantity invoiced by lines. Enter partial/final flag. Enter special condition codes. May invoice up to 10% over the ordered quantity.

STEP 8. OINV: CHANGE, SET SC=625 TO DELETE LINES FOR WHICH NO QUANTITIES WERE INVOICED.

STEP 9. OQTY/OQT2: INQUIRE, TO SEE THE CURRENT BALANCES FOR EACH ORDER LINE.

32.21 PAYMENT WITH INVOICE PROCESS

This process is used to approve payment of invoices. See Payment With Invoice Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. MUST HAVE CREATED ORDER AND HAVE PROCESSED THE ORDER TO CREATE OQTY AND OAMT RECORDS.

STEP 2. RECEIVE GOODS AND RECORD RECEIPTS.

STEP 3. RECEIVE INVOICE AND RECORD INVOICE.

STEP 4. OPAY: CHANGE, ENTER HEADER INFORMATION. SET APPROVAL INDICATOR ON ALL LINES OR ON INDIVIDUAL LINES.

STEP 5. RUN NIGHTLY CYCLE. BO15X WILL CREATE PAYMENT RECORDS FOR PROCESSING IN STARS AND CREATE OPAD.

32.22 PAYMENT WITHOUT INVOICE PROCESS

This process is used to approve payment without an invoice being recorded. See Payment Without Invoice Process Flow below.

(**Note:** While this process is a part of TOPS, it is not active at this time because F&A Accounts requires a valid invoice from the vendor before they will issue payment.)

PROCESS FLOW DISCUSSION

STEP 1. MUST HAVE CREATED ORDER AND HAVE PROCESSED THE ORDER TO CREATE OQTY AND OAMT RECORDS.

STEP 2. OPAY: ADD, ENTER HEADER INFORMATION. OPAY WILL CREATE PAPV APPROVAL RECORDS.

STEP 3. PAPV: CHANGE, APPROVE THE APPROVAL RECORDS FOR PAYING WITHOUT AN INVOICE.

STEP 4. OPAY: CHANGE, SET APPROVAL INDICATOR FOR ALL LINES OR ON INDIVIDUAL LINES.

STEP 5. RUN NIGHTLY CYCLE. BO15X WILL CREATE PAYMENT RECORDS FOR PROCESSING IN STARS AND CREATE OPAD.

32.23 FIXED ASSET ENTRY PROCESS (OFIX)

This process is used to record required property information for fixed asset and sensitive item purchases. This process interfaces with POST.

STEP 1 OFIX: INQUIRE ORDER NUMBER, CHANGE, ENTER STATE TAG NUMBER, MANUFACTURER'S SERIAL NUMBER, AND ALL OTHER NECESSARY DETAILS.

STEP 2. OFI2: CHANGE, ENTER REQUIRED INFORMATION, IF APPLICABLE TYPE "Y" IN DUPLICATE FIELD.

STEP 3. OFIX: CHANGE, SET SC=4

STEP 4. REPEAT AS NECESSARY FOR EACH PROPERTY ITEM.

32.24 ACCOUNTING PRE-ENCUMBRANCE PROCESS

This process is used to enter and process pre-encumbrances during the requisition phase. See Accounting Pre-Encumbrance Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. RACG: ADD, ACCOUNTING DISTRIBUTION TO REQUISITION.

STEP 2. RACG: CHANGE, SET SC=1.

STEP 3. RQS4: CHANGE, SET SC=150 TO MASTER FILE POST AND SEND REQUISITION TO PURCHASING.

If the funds are for contract encumbrance, they will not be pre-encumbered in STARS.

32.25 ACCOUNTING PRE-ENCUMBRANCE CHANGE PROCESS

This process is used to enter and process changes (increases, decreases or cancellations) to pre-encumbrances during the requisition phase. See Accounting Pre-encumbrance Change Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. RACG: ADD, ACCOUNTING DISTRIBUTION TO REQUISITION. ADD CHANGE NUMBER TO THE RACG RECORD.

STEP 2. RACG: CHANGE, SET SC=1.

STEP 3. RQS4: CHANGE, SET TO SC=150 TO MASTER FILE POST AND SEND THE REQUISITION BACK TO PURCHASING.

If the funds are for contract encumbrance, they will not be pre-encumbered in STARS.

32.26 ORDER ACCOUNTING ENCUMBRANCE (BATCH) PROCESS

This process is used to set up and process order encumbrances in the batch mode. See Accounting Encumbrance (Batch) Process Flow below.

(**Note:** While this process is a part of TOPS, it is not active at this time because it conflicts with the STARS batch process. TOPS uses on-line encumbrance only.)

PROCESS FLOW DISCUSSION

STEP 1. BO5Y: BATCH PROGRAM CREATES THE NECESSARY OACG RECORDS AND BATCH PROGRAMS BR7X/Y SEND AND RECEIVE THE INFO TO/FROM STARS.

32.27 ORDER ACCOUNTING ENCUMBRANCE (ON-LINE) PROCESS

This process is used to enter and process encumbrances during the order phase. See Accounting Encumbrance (On-Line) Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. OACG: ADD, ACCOUNTING DISTRIBUTION TO ORDER.

STEP 2. OACG: CHANGE, SET SC=1.

STEP 3. ORD4: CHANGE, SET SC=439 TO MASTER FILE POST. IF THE TRANSACTION IS SUCCESSFUL, THE STATUS CODE WILL CHANGE TO 444 AUTOMATICALLY.

If funds are for an agency contract encumbrance, funds will be posted against the contract ordered amount.

32.28 ORDER ACCOUNTING ENCUMBRANCE CHANGE PROCESS

This process is used to enter and process encumbrance changes during the order phase. See Accounting Encumbrance Change Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. OCHG: ADD, ENTER THE ORDER CHANGE.

STEP 2. OCHG: CHANGE, SET SC=405.

STEP 3. OCAC: ADD, THE CHANGE ACCOUNTING DISTRIBUTION (INC, DEC, OR CANCEL).

STEP 4. OCAC: CHANGE, SET SC=1.

STEP 5. OCHG: CHANGE, SET SC=439 TO MASTER FILE POST.
If funds are for an agency contract encumbrance, funds will be posted against the contract ordered amount.

32.29 CONTRACT ACCOUNTING ENCUMBRANCE (ON-LINE) PROCESS

This process is used to enter and process encumbrances during the contract phase. See Accounting Encumbrance (On-Line) Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. KACG: ADD, ACCOUNTING DISTRIBUTION TO CONTRACT.

STEP 2. KACG: CHANGE, SET SC=1.

STEP 3. KONT: CHANGE, SET SC=542 TO MASTER FILE POST.

32.30 CONTRACT ACCOUNTING ENCUMBRANCE CHANGE PROCESS

This process is used to enter and process encumbrance changes during the contract phase. See Accounting Encumbrance Change Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. KACG: ADD, THE CHANGE ACCOUNTING DISTRIBUTION WITH ACTION CODE = I - INCREASE.

STEP 2. KACG: CHANGE, SET SC=1.

STEP 3. KONT: CHANGE, SET SC=542 TO MASTER FILE POST.

STEP 4. KACG: ADD, THE CHANGE ACCOUNTING DISTRIBUTION WITH ACTION CODE = R - REDUCE.

STEP 5. KACG: CHANGE, SET SC=1.

STEP 6. KONT: CHANGE, SET SC=542 TO MASTER FILE POST.

STEP 7. KONT: CHANGE, SET SC=596-599 TO CANCEL ENCUMBRANCE.

32.31 ACCOUNTING PAYMENT RECORDS

This process is used to enter and approve payments. See Accounting Payment Approval Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. OPAY: CHANGE, APPROVE PAYMENT OF THE INVOICE.

STEP 2. BO15X: BATCH PROGRAM EXTRACTS THE APPROVED PAYMENT RECORDS AND BUILDS THE ACCOUNTING PAYMENT TRANSACTION FOR STARS.

For payments against contract encumbrance, the contract number will appear in the reference document number.

32.32 APPROVAL PROCESS

This process is used to enter and grant approvals for all types of documents at all phases of the procurement process. See Approval Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. PAPI: INQUIRE, APPROVAL OFFICIAL USE TO DETERMINE IF REQUISITIONS REQUIRE APPROVAL.

Approver use this transaction to inquire if there are requisitions requiring approval.

STEP 2. PAPV: CHANGE, APPROVAL OFFICIAL APPROVE THE REQUISITION.

Approver use this transaction to approve the requisition.

32.33 VENDOR PRE-REGISTRATION PROCESS

This process involves recording and managing the application for registration from the vendor. See Vendor Pre-Registration Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. VRGI: INQUIRE, BY VENDOR NAME TO DETERMINE THE STATUS OF THE REGISTRATION PROCESS FOR A VENDOR.

STEP 2. VREG: ADD, ENTER VENDOR INFORMATION. PROVIDE THE REGISTRATION PACKET TO THE VENDOR.

As a minimum, you must enter the vendor's number (FEIN or SSN), the vendor's official name and one address for the number.

STEP 3. REVIEW THE REGISTRATION FORM WHEN IT IS RETURNED. MARK ERRORS AND RETURN THE FORM TO THE VENDOR.

STEP 4. VREG: CHANGE, KEY THE DATE THE FORM WAS RECEIVED AND THE DATE THE FORM WAS RETURNED TO THE VENDOR.

STEP 5. WHEN THE FORM IS RETURNED IN GOOD ORDER, GO TO THE VENDOR REGISTRATION PROCESS.

32.34 VENDOR REGISTRATION PROCESS

This process involves adding the vendor to the STARS database and to TOPS Vendor database. Additionally, it

involves adding addresses and commodity class/sub-classes that the vendor wishes to supply to the State. See Vendor Registration Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. RECEIVE A CORRECT VENDOR REGISTRATION FORM FOR THE VENDOR.

STEP 2. ENTER THE VENDOR INTO STARS.
Research STARS to determine if the vendor is already registered in STARS. If not add the vendor and the address to STARS.

STEP 3. VEND: ADD, ENTER THE VENDOR INFORMATION.

STEP 4. VEN2: CHANGE, KEY ADDITIONAL VENDOR INFORMATION.

STEP 5. VADR: ADD, ENTER THE ADDRESS CODES USED IN STARS AS THE TOPS ADDRESSES.

At least one STARS address code must be entered for the Type 1 Address which is the general address. Other STARS address codes may be entered for the Type 2: Solicitation Address, Type 3: Order Address, Type 4: Correspondence Address and Type 5: Remittance Address.

STEP 6. VEND: CHANGE, SET SC=1 TO ACTIVATE THE VENDOR.

STEP 7. CSVA: ADD, KEY CLASS/SUB-CLASS THE VENDOR DESIRES TO SUPPLY AND THE GEOGRAPHIC AREAS THE VENDOR WISHES TO BID IN.

CSV2 may be used in lieu of CSVA but CSV2 processes only one class/sub-class at a time. Then you must use CGEO to add the geographic bidding regions.

32.35 COMMODITY PROCESS

This process involves adding commodity codes to the commodity database and updating the commodity description. See Commodity Process Flow below.

PROCESS FLOW DISCUSSION

STEP 1. A REQUEST IS RECEIVED TO ADD A COMMODITY TO THE COMMODITY DATABASE. THIS REQUEST WILL NORMALLY BE VERBAL REQUEST..

STEP 2. INQUIRE, SEARCH THE COMMODITY DATABASE TO DETERMINE IF THE COMMODITY EXISTS.

CDES, CKWI, CTYP, COMM are all transactions which could be used to search the commodity database to determine if the requested commodity exists on the

commodity database. If the commodity exists, provide the number to the user.

STEP 3. COM2: ADD, KEY THE BASIC CHARACTERISTICS OF THE NEW ITEM.

STEP 4. CSPC: GET AND CHANGE, KEY THE DESCRIPTION PROVIDED OR USE THE COPY FUNCTION OF CSPC TO COPY A SIMILAR DESCRIPTION.
Once the similar description is copied, use CSPC/CSP2 to modify that description to match the requested commodity description.

STEP 5. COM2: CHANGE, SET SC=1 TO ACTIVATE THE COMMODITY. THE COMMODITY IS NOW READY FOR USE.

STEP 6. CUOM: ADD, OPTIONAL, YOU MAY ADD UNITS OF MEASURE TO THIS COMMODITY.

ARCHIVE PROCESS

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ARCHIVE PROCESS

SECTION 33

ARCHIVE PROCESS

33.1 INTRODUCTION

The Archive Process will physically remove requisitions, solicitations, orders, contracts, commodities, vendors, agencies, text and basic approval records from the databases and write them to an archive file for future reference. In performing this process, space occupied by these records is released for re-use by new records thereby reducing the amount of disk space required to operate and maintain the system. Records from the databases listed above may be archived collectively or individually. Parameters for archive are: records may be archived that are two years old or greater; as of a specific cutoff date; or if a cutoff date is specified, by specific document types within a file.

33.2 PROGRAMS

There are four batch archive programs for the interactive databases and five batch archive programs for the reference databases. The four purge programs for the interactive databases are:

BR6X EXTRACT/PURGE REQUISITIONS FOR ARCHIVE

BS8X EXTRACT/PURGE SOLICITATIONS FOR ARCHIVE

BO2X EXTRACT/PURGE ORDERS FOR ARCHIVE

BK1X EXTRACT/PURGE CONTRACTS FOR ARCHIVE

The five purge programs for the reference databases are:

BC8X EXTRACT/PURGE COMMODITIES FOR ARCHIVE

BV12P EXTRACT/PURGE VENDORS FOR ARCHIVE

BA4P EXTRACT/PURGE AGENCIES FOR ARCHIVE

BT1P EXTRACT/PURGE TEXT FOR ARCHIVE

BB5X EXTRACT/PURGE BASIC APPROVALS FOR ARCHIVE

33.3 ORDER OF PROCESSING

Due to edits performed within the archive programs, the interactive database purge programs should be setup to run in the following order:

- 1) BO2X
- 2) BK1X
- 3) BR6X
- 4) BS8X

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The reference database purge programs can be run in any order at any time to remove unwanted records from their respective databases. However, due to edits within the programs, the reference database programs work most effectively if run after the interactive database purge programs have run successfully and if they are run in the following order:

- 1) BB5X
- 2) BV12P
- 3) BC8X
- 4) BT1P
- 5) BA4P

33.4 PROCESSING DETAIL

The following paragraphs describe, in user terms, the processes/edits performed by each of the archive programs.

33.4.1 BO2X EXTRACT/PURGE ORDERS FOR ARCHIVE

This is the archive program for order records within the Order Database and all related records. In addition, if the order resulted from a requisition, all other orders related to that requisition must also meet the criteria for archiving or that order can not be archived.

33.4.1.1 CUTOFF DATE PARAMETER (ORDERS)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BO2X is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BO2X will be used as the cutoff date. The cutoff date is then used to initially select order records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.1.2 STATUS CODE (ORDERS)

In addition to the "cutoff date", orders must be at status code 480, 490 or 496-499. If the order is at status code 480, 490 or 499 and the order award date is less than or equal the "cutoff date" or the order is at status 496-499 and the order creation date is less than or equal the "cutoff date", the order is "flagged" for archiving.

33.4.1.3 DOCUMENT TYPE (ORDERS)

If a valid cutoff date is specified, up to five order transaction document types may be identified for specific archiving of records. If this type of processing is desired, the Systems Administrator must identify the "specific" three character document types to be archived. **IF A SPECIFIC CUTOFF DATE IS NOT USED, THIS PROCESS CANNOT BE USED.**

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33.4.1.4 RELATED RECORDS (ORDERS)

When an order has been identified for archiving all related records will also be archived and removed from the order and history databases. The related records are as follows.

ORDR OACG ONTE OLIN OMOD OCHG OCAC OCTX OCLN OCMD OREC ORLN OINV OVTX
OPAY OPAD OAMT OQTY PAPV HIST HDET

33.4.2 BK1X EXTRACT/PURGE CONTRACTS FOR ARCHIVE

This is the archive program for contract records within the Contract Database and all related records. A contract may be archived only when there are no contract release order records remaining in the system for that contract and the contract expiration date is less than or equal to the "cutoff date". Additionally, if the contract is at status code 596-599, is without orders and the expiration date is less than or equal the "cutoff date", it also may be purged. In addition, if the contract resulted from a requisition, all other contracts related to that requisition must also meet the criteria for archiving or that contract can not be archived.

33.4.2.1 CUTOFF DATE PARAMETER (CONTRACTS)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BK1X is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BK1X will be used as the cutoff date. The cutoff date is then used to initially select contract records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.2.2 CONTRACT EXPIRATION DATE (CONTRACT END DATE)

If no active contract release order records are found for a contract and it has been flagged as a potential archive record; then the revised contract end date (if present) or the scheduled contract end date is used to determine if the contract record may be archived. If the contract end date is less than or equal the "cutoff date", the contract will be archived.

33.4.2.3 DOCUMENT TYPE (CONTRACTS)

If a valid cutoff date is specified, up to five contract transaction document types may be identified for specific archiving of records. If this type of processing is desired, the Systems Administrator must identify the "specific" three character document types to be archived. **IF A SPECIFIC CUTOFF DATE IS NOT USED, THIS PROCESS CANNOT BE USED.**

33.4.2.4 RELATED RECORDS (CONTRACTS)

When a contract has been identified for archiving all related records will also be archived and removed from the contract and history databases. The related records are as follows:

KONT KNTE KNOA KVTX KLIN KMOD KCHG KCTX PAPV HIST HDET

33.4.3 BR6X EXTRACT/PURGE REQUISITIONS FOR ARCHIVE

This is the archive program for requisition records within the Requisition Database and all related records. A requisition may be archived only when there are no order or contract records remaining in the system for

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that requisition and the requisition fiscal year or status change date is less than or equal the "cutoff date". In addition, if the requisition is attached to a solicitation to which other requisitions are also attached, then the other requisitions related to that solicitation must also meet the criteria for archiving else that requisition cannot be archived.

33.4.3.1 CUTOFF DATE PARAMETER (REQUISITIONS)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BR6X is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BR6X will be used as the cutoff date. The cutoff date is then used to initially select requisition records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.3.2 FISCAL YEAR OR STATUS CHANGE DATE (REQUISITIONS)

If the system parameter document types, up to five allowed, are spaces, the requisition fiscal year must be less than or equal the "cutoff date" fiscal year for archiving. If at least one of the system parameter document types is greater than spaces, the requisition Status Change Date must be less than or equal the "cutoff date" for archiving.

33.4.3.3 DOCUMENT TYPE (REQUISITIONS)

If a valid cutoff date is specified, up to five requisition transaction document types may be identified for specific archiving of records. If this type of processing is desired, the Systems Administrator must identify the "specific" three character document types to be archived. **IF A SPECIFIC CUTOFF DATE IS NOT USED, THIS PROCESS CANNOT BE USED.**

33.4.3.4 RELATED RECORDS (REQUISITIONS)

When a requisition has been identified for archiving, all related records will also be archived and removed from the requisition and history databases. The related records are as follows:

RQSN RACG RNTE RLIN RLTX RMOD SRQN PAPV HIST HDET

33.4.4 BS8X EXTRACT/PURGE SOLICITATIONS FOR ARCHIVE

This is the archive program for solicitation records within the Solicitation Database and all related records. A solicitation may be archived only when there are no requisition records (SRQN) remaining in the system for that solicitation and the solicitation Set Up Date is less than or equal to the "cutoff date".

33.4.4.1 CUTOFF DATE PARAMETER (SOLICITATIONS)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BS8X is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BS8X will be used as the cutoff date. The cutoff date is then used to initially select solicitation records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.4.2 DOCUMENT TYPE (SOLICITATIONS)

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If a valid cutoff date is specified, up to five solicitation transaction document types may be identified for specific archiving of records. If this type of processing is desired, the Systems Administrator must identify the "specific" three character document types to be archived. IF A SPECIFIC CUTOFF DATE IS NOT USED, THIS PROCESS CANNOT BE USED.

33.4.4.3 RELATED RECORDS (SOLICITATIONS)

When a solicitation has been identified for archiving all related records will also be archived and removed from the solicitation and history databases. The related records are as follows:

SDOC SNTE STXT STXL SVEN SVTX RVEN RVTX SAMD SATX PAPV SPCM SPRF HIST HDET

33.4.5 BB5X EXTRACT/PURGE BASIC APPROVALS FOR ARCHIVE

This is the archive program for basic approval records (BAPV'S). BB5X will archive BAPV records whose status code is 9 and whose status change date is less than the "cutoff date" and no PAPV records exist for that BAPV record.

33.4.5.1 CUTOFF DATE PARAMETER (APPROVALS)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BB5X is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BB5X will be used as the cutoff date. The cutoff date is then used to initially select BAPV records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.6 BV12P EXTRACT/PURGE VENDORS FOR ARCHIVE

This is the archive program for vendor records. BV12P will archive VEND records whose status code is 9 and whose status change date is less than the "cutoff date" and no requisition, solicitation, order or contract exists which references that vendor record.

33.4.6.1 CUTOFF DATE PARAMETER (VENDORS)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BV12P is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BV12P will be used as the cutoff date. The cutoff date is then used to initially select vendor records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.6.2 RELATED RECORDS (VENDORS)

When a vendor record is identified for archiving, all related records will also be archived and removed from their respective database. The related records are as follows:

VEND VADR VBID VAWD VCOM VNTE VRES CGEO CSVN

33.4.7 BC8X EXTRACT/PURGE COMMODITIES FOR ARCHIVE

This is the archive program for commodity records. BC8X will archive COMM records whose status code is 9 and whose status change date is less than the "cutoff date" and no agency, vendor, requisition, solicitation, order or contract records exist which reference that commodity code.

33.4.7.1 CUTOFF DATE PARAMETER (COMMODITIES)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BC8X is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BC8X will be used as the cutoff date. The cutoff date is then used to initially select commodity records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.7.2 RELATED RECORDS (COMMODITIES)

When a commodity record has been identified for archiving, all related records will also be archived and removed from the commodity database. The related records are as follows:

COMM CSPC CUOM CSVN CGEO CKWD CAWD CPRF CPCM

33.4.8 BT1P EXTRACT/PURGE TEXT FOR ARCHIVE

This is the archive program for text records. BT1P will archive text records whose status code is 9 and whose status change date is less than the "cutoff date" and no commodity, solicitation or requisition records exist which reference that text.

33.4.8.1 CUTOFF DATE PARAMETER (TEXT)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BT1P is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BT1P will be used as the cutoff date. The cutoff date is then used to initially select text records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.8.2 RELATED RECORDS (TEXT)

When a text record has been identified for archiving, all related records will also be archived and removed from the text databases. The related records are as follows:

TEXT TXLN TCON TGRP

33.4.9 BA4P EXTRACT/PURGE AGENCIES FOR ARCHIVE

This is the archive program for agency records. BA4P will archive agency records whose status code is 9 and whose status change date is less than the "cutoff date" and no vendor, commodity, text, requisition, solicitation, order or contract records exist which reference that agency.

33.4.9.1 CUTOFF DATE PARAMETER (AGENCIES)

The cutoff date parameter is determined by one of two methods. It is either computed or specifically stated. If it is not specifically stated when BA4P is processed, the cutoff date is computed by taking the current Fiscal Year and subtracting two years, then converting the product to a calendar year. This is then joined with the BINS Table Fiscal Year End Day and Month and becomes the "cutoff date" for record selection. Otherwise, the specific date stated in the system parameter for BA4P will be used as the cutoff date. The cutoff date is then used to initially select agency records as potential archive candidates. If a specific cutoff date is to be used, the Systems Administrator must provide the date to the person submitting the job so it can be included in the PARM Card.

33.4.9.2 RELATED RECORDS (AGENCIES)

When an agency has been identified for archiving, all related records will also be archived and removed from the agency database. The related records are as follows:

AGCY AADR AHST ASUM ADET ABUY ANOA ASDT

33.5 ARCHIVE FILE

Within the archive file an archive record will be created for each record type, i.e., RQSN, SDOC, ORDR, KONT, RACG, OACG, SRQN, etc., that has been archived and deleted from its associated database. Each record will be a complete record of the data that resided on the system for that record.

33.6 ARCHIVE REPORT

Each of the nine archive programs will create an archive report which will reflect all archived records.

UN-AWARD/RE-AWARD AND RE-BID PROCESS

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SECTION 34

UN-AWARD/RE-AWARD AND RE-BID PROCESS

34.0 INTRODUCTION

This section of the TOPS User Manual describes how to:

- A. Un-award an entire order.
- B. Un-award part of an order.
- C. Re-award an order after it has been entirely or partially cancelled.
- D. Award additional lines on a solicitation after it has already been final awarded.
- E. Re-bid a solicitation before award.
- F. Re-bid a solicitation after partial award(s).
- G. Re-bid a solicitation after final award.

34.1 THE UN-AWARD/RE-AWARD PROCESS

The un-award process uses a change order to un-award either the entire order or selected lines. This is done in a manner that allows the lines to be re-awarded to another vendor. The un-award/re-award function is divided into three processes: un-award an entire purchase order, un-award specific lines on a purchase order and re-award any un-awarded line(s). Each of these processes is discussed in detail below.

*****NOTE: This process DOES NOT apply to contract release orders or to orders entered directly into the order database (without a supporting requisition). These documents may simply be cancelled and another document created.**

34.2 UN-AWARDING AN ENTIRE ORDER CREATED FROM A REQUISITION

The objective of this process is to un-award an entire order. The process automatically reverses each line quantity, un-encumbers funds on the order and prepares the requisition to allow re-award of the items to another vendor(s).

34.2.1 DESCRIPTION AND CONDITIONS FOR USE

1. To un-award an entire order, the user must establish and process an order change record (OCHG). The change order type will be CNX. To use this change type, several conditions must exist: The order award code must be B, D, F or G. A requisition number must be present on the order record, as displayed on the ORD2 screen. The order can not be received or invoiced (i.e., there can not be any OREC or OINV records present for the order).
2. As added protection, edits exist on OREC, ORLN, OILN and OPAY to prohibit payment or receiving action on orders once they are un-awarded.
3. When the user adds an OCHG with Change Type equal CNX, this automatically builds an approval (PAPV) record with Approval Type UA. In addition, OCHG also automatically builds reversal accounting records (OCACs) to support the CNX un-award transaction. This occurs when the user advances the OCHG Status Code from 400 to any other code besides 496-499. One reversing OCAC will be built for every active, basic encumbrance record (i.e., for every OACG or OCAC record with Change Number equal 00 and Status Code equal 3). These OCAC transactions will all be built with type action of R - Reduce.
4. No Change Line (OCLN) records are required or allowed for a CNX type change.
5. After the user activates the OCHG (by setting its status code to greater than 400) and the approvals have been approved, the user then sets the OCHG status code to 439. This master posts the encumbrance reductions. After successful master posting, the user then sets the OCHG status code to 450. This will cause the change order to print and will execute the un-award during the nightly processing. During this nightly processing, batch program BO4U will un-award the order and reverse all the purchase history as follows:
 - A. For each of the order's OLIN records the related RVEN and RLIN records will be updated to reflect the un-award. The RVEN award flag will be set to U. If the related RLIN record is at status 244, single award, the RLIN award document number, award document line, vendor number and alternate bid code will be set to spaces. In addition, the status code of the requisition lines will be

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changed from 244 to 105. If on the other hand, the RLIN status code is 243, multiple award, no changes will be made to RLIN until the last of the multiple awards is un-awarded. When this occurs, the status code of the requisition line will be changed from 243 to 105.

- B. The related RQSN record's award amount will be offset by the OLIN record's extended amount. Also, the related SVEN record's number of lines awarded will be decreased by one for each line that is un-awarded.
- C. If lines were added by a change order (lines in addition to the original order), the funds for these lines will be automatically removed. If these lines are still desired they must be manually awarded on the order with an appropriate change order or purchased in some other fashion.
- D. The vendor award history in VEND and VAWD will be reversed.
- E. The commodity award history in COMM and CUOM will be reversed.
- F. The agency commodity award history in AHST will be reversed.
- G. The OQTY ordered quantity will be reversed.
- H. The agency purchase award history in ASUM and ADET will be reversed.
- I. The OAMT amounts will be reversed.
- J. Normal history updates that process when an order is awarded or changed will not occur.

34.3 UN-AWARDING INDIVIDUAL LINES ON A PURCHASE ORDER

The objective of this process is to: un-award individual line(s) on an order, un-encumber funds applicable to the order line(s) and prepare the requisition to allow award of the line(s) to another vendor(s) who bid on the original solicitation.

34.3.1 DESCRIPTION AND CONDITIONS FOR USE

Section 34: Un-Award/Re-Award and Re-Bid Process

1. To un-award selected lines on an order, the user must establish and process an order change record (OCHG) with a change type of CNL. This change order operates the same as the CNX type change described under 34.2 above with four major exceptions. First, the user must add change line (OCLN) records for the items to be cancelled. Second, reversing encumbrance records (OCAC's) are NOT built automatically; they must be added by the user. Third, when the CNL change is processed, it does not cancel the entire order; only the line(s) being un-awarded. Finally, an order line cannot be un-awarded (i.e., no OCLN can be added for the line) if there has been any quantity received or invoiced against the line, as reflected on the line's OQTY record.
2. When adding an OCLN line number, it must match an order line (OLIN) on the original order. Each related OCLN record's extended amount must equal the net of the extended amounts for the original order line and any related changes to that line. This un-award process will not work for new lines added to a purchase order by an order change.
3. The CNL Type Change Order is master posted and set to print in the same manner as for a total order un-award (i.e., a CNX Type Change Order). Specifically, the user master posts the Change Order by setting the OCHG status code to 439 and then manually sets the OCHG status code to 450 (Overnight Print). The nightly process will print the change order. In addition, it will un-award the order lines and update history as follows:
 - A. For each of the order change lines OCLN records, the related RVEN and RLIN records will be updated to reflect the un-award. The RVEN award flag will be set to U. If the related RLIN record is at status 244, single award, the RLIN awarded document number, award document line, vendor number and alternate bid code will be set to spaces. In addition, the status code of the requisition line will be changed from 244 to 105. On the other hand, if the RLIN status code is 243, no changes will be made to RLIN until the last of the multiple awards is un-awarded. When this occurs, the status code of the requisition line will be changed from 243 to 105.
 - B. The related RQSN record's award amount, as displayed on the RQS2 screen, will be offset by the OLIN record's extended amount. Also the related SVEN record's number of lines awarded will be decreased by one for each line that was un-awarded.

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- C. An OCLN cannot be used to un-award lines that were added by a change order (lines in addition to the original order). Any such attempt to ADD an OCLN will meet with rejection and an error message. The user must use the normal change order process to cancel (not un-award) these lines. If they are still desired, they must be manually awarded on a new order with an appropriate change order or purchased in some other fashion.
- D. The vendor award history in VEND and VAWD will be reversed.
- E. The commodity award history in COMM and CUOM will be reversed.
- F. The agency commodity award history in AHST will be reversed.
- G. The OQTY ordered quantity will be reversed.
- H. The agency purchase award history in ASUM and ADET will be reversed.
- I. The OAMT amounts will be reversed.
- J. Normal history updates that process when an order is awarded or changed will not occur.

34.4 RE-AWARD OF A REQUISITION OR SELECTED LINES AFTER UN-AWARD

The objective of this process is to: re-award a line(s) after it has been un-awarded under either of the un-award processes described above. There is one major restriction that applies to the re-award process: the same item cannot be re-awarded to the same vendor. This restriction is designed to prevent recurrence of the same decision error that caused incorrect award of the order in the first place.

34.4.1 DESCRIPTION AND CONDITIONS FOR USE

1. To re-award a requisition after un-award, the user must follow one of two alternatives. The correct alternative depends on whether or not the solicitation has been final awarded (i.e., set to status code 386). If the solicitation has not been final awarded, then the user will follow normal award procedures by setting the RVE2 Award Flag to Y and setting the SDOC status code to 380 or 385. Otherwise, if the solicitation has been final

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awarded, then the user must first set the RQS5 Re-award Flag from X to Y. The flag can only be set to Y if there has been a final award against the requisition; i.e., a "final" order was awarded as a result of solicitation status code 385. The effect of this RQS5 Re-award Flag being set to Y is twofold. First, it relaxes the normal edit on RVE2 which prevents setting the RVE2 Award Flag to Y or B or S when the pre-encumbered amount is exceeded. Second, when new orders are created, they will be established with an R (re-award) in the ORDR completion code (as displayed on the ORD2 screen).

2. After setting the RQS5 re-award flag to Y, the user executes the re-award just as a normal award. (This includes setting the SDOC status code to 370 and processing an automatic award evaluation if the user so desires.) The only difference that will occur in the process is that an approval record will be automatically built by the system if the amount of funds for the subsequent award exceed the original pre-encumbrance by 10%. This will be a type AI approval at Stage 3; i.e., the approval must be granted before the SDOC status code can be set to 380 or 385.
3. When the system processes a re-awarded order (as indicated by the above mentioned R in the completion code) the encumbrance transaction sent to STARS will not include a reference (requisition) number. The encumbrance transaction code will be for a non pre-encumbered order.

34.5 CREATING A NEW AWARD ON A SOLICITATION ALREADY FINAL AWARDED

34.5.1 THE PROCESS AND CONDITIONS FOR USE

At times it may be necessary to make additional awards on a solicitation which has already been final awarded (i.e., the solicitation status code had been processed to 386). To do so, the buyer need only change the RVE2 Award Flag to Y on the new line(s) to be awarded and set the SDOC status code to partial or final award (380 or 385), respectively. The existing RVE2 edits which prevent exceeding 110 percent of the pre-encumbrance amount will be automatically bypassed and AI approval records will be automatically built when this bypass occurs. The award program (B05Y) will recognize these new awards and will set the new order's completion code to R. This R will in turn cause an encumbrance transaction 516 to be passed to STARS when the order(s) is encumbered at status code 439. This entire process for creating new awards applies to all types of orders, regardless of their award code.

34.6 RE-BID

34.6.1 PROCEDURE FOR RE-BIDDING SOLICITATIONS

There are three basic conditions under which solicitations may be re-bid. These conditions and their related processes are described below and in paragraph 34.6.2.

1. Re-bidding when there has been no award made on the solicitation: To re-bid under this condition, the user needs only to set the solicitation's status code to 305, make any needed adjustments (to the commodity description, etc.) and re-issue the solicitation. The requisition(s) may be unattached from the solicitation if necessary to make any adjustments.
2. Re-bidding after a partial award: A "partial award" is defined as one where the solicitation has never been set to status code 386. To re-bid under this condition, the user will set the solicitation status code to 305, make adjustments to the existing requisition lines as needed (short of any change which would affect the pre-encumbrance) and re-print and re-issue the solicitation. Adjustments that the user can make to the requisition include item description, commodity code, unit of measure, delivery agency/sub-agency, descriptive literature required and sample required. The user cannot un-attach the requisition(s) from the solicitation. After re-issuing the solicitation, the user can then record new bids and make new awards in the usual manner. The only difference is that all bids will have an Alternate Bid value of Rn where n is the number of the current re-bid. When making awards, the normal edit on the RVE2 program, which prevents exceeding the requisition amount by 110 percent, remains in force. However, if more funds are needed for the award, the user may return the requisition to the requisitioning agency for adjustment of the pre-encumbrance. This is done by changing the requisition's status code on the RQS2 screen to 223. This sends the requisition back to the originator. After adjustment, the originator can send the requisition back to purchasing in the usual manner.
3. Re-bidding after a final award: A "final award" is defined as one where the solicitation's status code has been set to 386. The same re-bidding process applies after final award as it does for re-bidding after partial award, with one important difference. This difference is that a final award liquidates the requisition's pre-encumbrance. Consequently, the requisition cannot be returned to the originator for additional funding (i.e., the RQS2 status code cannot be set to 223). However, the

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user can still proceed with re-bidding and awards even though the pre-encumbrance has been closed out. TOPS will automatically bypass the closed-out pre-encumbrance by sending a special transaction to STARS when the new order(s) is encumbered. In addition, if the award amount exceeds 110 percent of the pre-encumbrance, the system will automatically build a special award approval record (Approval Type AI). After this approval is granted, the user will follow the normal award procedure of setting the RVE2 Award Flag to Y and the SDOC status code to 380 or 385.

34.6.2 GENERAL PROCESS THAT ACCOMPANY RE-BID

Two processes occur "behind the scenes" when a user sets the solicitation status code to re-bid (305):

1. The "Last Award Date" and "Actual Award Date" on the solicitation (viewable on the SDO3 screen) are deleted to get ready for the new award information.
2. The Bid Return Code of all previous bids is changed to 98. This is done to keep the previous bids separate from the new "re-bids". These old 98 bids will not appear on new bid tabulations. The user should record any new bids received from previous bidders on the RBID or RVE2 screens as described earlier.